

BIENNIAL REPORT  
OF  
**Secretary of State**  
OF THE  
**State of Illinois**

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**LOUIS L. EMMERSON, Secretary of State**



**Fiscal Years Beginning October 1, 1922, and Ending  
September 30, 1924**

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JEFFERSONS PRINTING CO. SPRINGFIELD, ILLINOIS

1924

25112-500

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# SECRETARIES OF STATE.

FROM 1818 TO 1924.

Name	Date of commission or qualification.	From what county.	Remarks.
Elias Kent Kane, Dem.....	Oct. 6, 1818	Kaskaskia ...	Resigned Dec. 16, 1822.
Samuel D. Lockwood, Dem....	Dec. 18, 1822	Madison .....	Resigned Apr. 2, 1823.
David Blackwell, Dem.....	Apr. 2, 1823	St. Clair.....	Resigned Oct. 15, 1824.
Morris Birkoeck, Dem.....	Oct. 15, 1824	Edwards .....	Resigned Jan. 15, 1825.
George Forquer, Dem.....	Jan. 15, 1825	Sangamon ...	Resigned Dec. 31, 1828.
Alexander P. Field, Dem.....	Jan. 30, 1829	Union .....	Removed Nov. 30, 1840.
Stephen A. Douglas, Dem.....	Nov. 30, 1840	Morgan .....	Resigned Feb. 27, 1841.
Lyman Trumbull, Dem.....	Mar. 1, 1841	St. Clair.....	Removed Mar. 4, 1843.
Thompson Campbell, Dem.....	Mar. 6, 1843	Jo Daviess ...	Resigned Dec. 23, 1846.
Horace S. Cooley, Dem.....	Dec. 23, 1846	Adams .....	Appointed by Governor French.
Horace S. Cooley, Dem.....	Jan. 8, 1849	Adams .....	Elected under Constitution of 1848. Died Apr. 2, 1850.
David I. Gregg, Dem.....	Apr. 2, 1850	Cook .....	
Alexander Starne, Dem.....	Jan. 10, 1853	Pike .....	
Ozias M. Hatch, Rep.....	Jan. 12, 1857	Pike .....	
Ozias M. Hatch, Rep.....	Jan. 14, 1861	Pike .....	
Sharon Tyndale, Rep.....	Jan. 16, 1865	St. Clair.....	
Edward Rummel, Rep.....	Jan. 11, 1869	Peoria .....	
George H. Harlow, Rep.....	Jan. 13, 1873	Tazewell ....	
George H. Harlow, Rep.....	Jan. 8, 1877	Tazewell ....	
Henry D. Dement, Rep.....	Jan. 17, 1881	Lee .....	
Henry D. Dement, Rep.....	Jan. 30, 1885	Lee .....	
Isaac N. Pearson, Rep.....	Jan. 14, 1889	McDonough...	
Wm. H. Hinrichsen, Dem.....	Jan. 10, 1893	Morgan .....	
James A. Rose, Rep.....	Jan. 11, 1897	Pope .....	
James A. Rose, Rep.....	Jan. 14, 1901	Pope .....	
James A. Rose, Rep.....	Jan. 9, 1905	Pope .....	
James A. Rose, Rep.....	Jan. 18, 1909	Pope .....	Died May 23, 1912.
Cornelius J. Doyle, Rep.....	June 3, 1912	Greene .....	Appointed by Governor Deneen.
Harry Woods, Dem.....	Feb. 3, 1913	Cook .....	Died Oct. 12, 1914.
Lewis G. Stevenson, Dem.....	Oct. 13, 1914	McLean .....	Appointed by Governor Deneen.
Louis L. Emmerson, Rep.....	Jan. 8, 1917	Jefferson ....	
Louis L. Emmerson, Rep.....	Jan. 10, 1921	Jefferson ....	

## LETTER OF TRANSMITTAL.

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STATE OF ILLINOIS,  
OFFICE OF SECRETARY OF STATE,  
*Springfield, November 1, 1924.*

To His Excellency, HON. LEN SMALL,  
*Governor of Illinois.*

DEAR SIR: In compliance with Section 6, of Chapter 102, Section 5, of Chapter 124, Hurd's 1917 and 1918 Revised Statutes, and Section 21, of Article V, of the Constitution, I have the honor to submit herewith my biennial report as Secretary of State, including the reports of the various departments of the office, and the report of the Illinois State Library. This report covers the biennial period from October 1, 1922, to September 30, 1924.

Very respectfully,

*Louis L. Emmerson.*  
Secretary of State.

# REPORT OF SECRETARY OF STATE— STATE OF ILLINOIS.

SPRINGFIELD, October 1, 1924.

Biennial report of the office of Secretary of State for the period beginning October 1, 1922, and ending September 30, 1924.

Fees collected by Louis L. Emmerson, Secretary of State, from October 1, 1922, to and including September 30, 1924:

Collections Foreign Corporation Department.....	\$ 3,382,553.31
Collections Domestic Corporation Department.....	6,183,828.24
Collections Executive Corporation Department.....	56,373.83
Collections Index Corporation Department.....	1,178.30
Collections Securities Corporation Department.....	113,288.86
Collections Miscellaneous .....	5,232.92

Total collections of miscellaneous fees.....\$ 9,742,455.53

Total amount refunded on account of overpayment of fees, dishonored checks, protest and enjoined fees..... 1,092,254.00

Net balance of miscellaneous fees collected by Louis L. Emmerson, Secretary of State, and turned into State Treasury by him for credit to the general fund..... 8,650,201.53

## MOTOR VEHICLE FEES ACCOUNT.

Collections Automobile Department for motor vehicle, chauffeur licenses, etc. (Springfield office).....	20,791,285.69
Collection Chauffeur licenses (Chicago office).....	375,647.50

Total collections, motor vehicle, chauffeur licenses, etc.....\$21,166,933.19

Total amount refunded on account of overpayment of fees, dishonored checks, etc. .... 55,569.57

Net balance of motor vehicle and chauffeur license fees turned into State Treasury by Louis L. Emmerson, Secretary of State .....\$21,111,363.62

Protested and enjoined fees..... 401,983.72

Net amount of fees collected and turned into State Treasury by Louis L. Emmerson, Secretary of State, as follows:

To general fund .....\$ 8,650,201.53

To road fund ..... 21,111,363.62

Total .....\$29,761,565.15

## FEES RECEIVED AND KIND OF LICENSES ISSUED BY AUTOMOBILE DEPARTMENT SHOWN BY YEARS FROM 1911.

Year.	Fees.	Auto.	Trucks.	Motor-cycles.	Chauffeur.	Dealer.	Tractor.	Trailer.
1911.....	\$ 105,344 28	38,269		4,346	8,182			
1912.....	375,716 22	68,012		9,238	13,153	1,041		
1913.....	507,134 77	94,646		12,183	17,827	1,198		
1914.....	708,408 70	131,140		14,852	22,995	1,458		
1915.....	924,905 74	180,832		15,710	33,022	2,871		
1916.....	1,242,509 85	248,429		14,931	43,679	3,745		
1917.....	1,587,772 69	340,292		10,834	53,123	4,900		
1918.....	2,763,567 53	589,701		10,567	66,226	7,041	310	
1919.....	3,262,176 57	478,438		8,935	74,871	4,214	124	
1920.....	5,893,586 02	508,762	64,997	7,871	92,871	4,516	195	
1921.....	6,776,781 17	583,441	79,907	7,612	91,084	4,453		
1922.....	7,833,482 02	682,250	99,724	6,654	91,084	4,453		
1923.....	9,653,795 04	847,005	122,087	5,654	91,084	4,453		
1924 to September 30.....	11,376,710 92	959,234	137,136	5,654	91,084	4,453		1,964

# APPROPRIATION ACCOUNTS.

## Biennial Report of Appropriation Accounts of the Office of Secretary of State and State Library

October 1, 1922, to October 1, 1924.

	Balance Oct. 1, 1922.	Appropriated by 53d General Assembly.	Used from contin- gent fund.	Lapsed Oct. 1, 1923.	Expended Oct. 1, 1922, to Oct. 1, 1924.	Balance Oct. 1, 1924.
<b>Office Expenses.</b>						
Postage.....	\$83,062 30	\$174,000 00	-----	-----	\$164,093 45	\$92,968 85
Freight, express and Drayage.....	1,757 33	6,000 00	738 75	-----	8,215 69	280 40
Telephone and telegraph	1,642 31	3,000 00	-----	104 93	3,355 37	1,182 01
Office supplies.....	959 54	1,700 00	724 70	291 77	2,411 98	680 49
Surety bonds.....	1,671 35	3,000 00	-----	457 70	2,662 96	1,550 69
Rent, Chicago office.....	7,087 50	10,000 00	-----	1,937 50	10,500 00	4,050 00
Light, Chicago office.....	287 92	400 00	-----	188 70	340 83	158 39
Telephone and telegraph, Chicago.....	69 40	400 00	-----	77 91	303 93	87 56
Supplies, Chicago office.....	113 87	500 00	-----	120 69	325 58	167 61
<b>Total.....</b>	<b>\$96,651 52</b>	<b>\$199,000 00</b>	<b>\$1,463 45</b>	<b>\$3,179 19</b>	<b>\$192,209 78</b>	<b>\$101,726 00</b>
<b>Repairs and Equip- ment.</b>						
Machinery repairs.....	\$ 4,518 60	\$7,000 00	-----	\$ 122 20	\$9,278 12	\$2,118 28
Elevator repairs.....	1,900 16	3,000 00	-----	141 34	2,498 55	2,260 27
Plumbing and heating re- pairs.....	1,889 13	5,000 00	-----	354 43	5,079 06	1,455 64
Awnings, curtains and screens.....	386 70	600 00	\$352 50	164 00	665 20	510 00
Building repairs.....	1,846 82	15,000 00	1,518 42	4 06	9,895 83	8,465 35
Flags.....	320 55	500 00	-----	19 10	801 45	-----
Truck and auto repairs.....	1,219 53	2,000 00	243 00	459 66	2,846 21	656 66
Typewriters.....	1,534 98	2,500 00	-----	77 72	3,919 24	38 02
Office furniture.....	2,832 50	1,500 00	-----	22 54	3,980 05	329 91
Office equipment.....	5,135 76	3,000 00	-----	1,265 82	6,846 97	22 97
Books and periodicals.....	363 70	500 00	-----	87 50	727 35	45 85
Furniture, Chicago office.....	1,100 00	300 00	-----	1,100 00	-----	300 00
Greenhouse supplies.....	270 67	2,000 00	1,397 00	792 57	2,113 01	762 09
Electrical equipment.....	3,280 98	6,000 00	-----	605 19	5,958 98	2,716 86
Hardware and building material.....	4,112 67	3,000 00	-----	3,021 79	1,708 95	2,381 93
Fire and safety equip- ment.....	536 75	700 00	-----	426 25	597 78	320 72
New pumps.....	1,627 29	2,600 00	-----	270 67	1,356 62	2,600 00
Addressograph depart- ment equipment.....	3,213 29	3,000 00	757 29	6 57	6,964 01	-----
Testing equipment.....	1,000 00	-----	-----	200 18	799 82	-----
New plant equipment.....	2,062 77	-----	-----	452 51	1,610 26	-----
Oil tanks and air com- pressors.....	196 42	-----	-----	196 42	-----	-----
Toilet equipment and fixtures.....	3,784 00	-----	-----	-----	3,784 00	-----
Replacing elevators.....	6,583 00	-----	-----	317 52	6,265 48	-----
Fire escapes.....	20,000 00	-----	-----	13,016 16	6,983 84	-----
<b>Total.....</b>	<b>\$69,716 27</b>	<b>\$58,200 00</b>	<b>\$4,268 21</b>	<b>\$23,126 20</b>	<b>\$84,170 73</b>	<b>\$34,887 65</b>
<b>Operating Supplies and Expenses.</b>						
Fuel, power plant.....	\$ 34,182 24	\$ 64,000 00	-----	\$13,928 99	\$ 47,283 98	\$ 26,969 27
Oil, waste, boiler com- pound and gasoline.....	2,106 44	4,000 00	-----	328 84	4,291 00	1,561 60

## APPROPRIATION ACCOUNTS—Continued.

	Balance Oct. 1, 1922.	Appropriated by 53d General Assembly.	Used from contingent fund.	Lapsed Oct. 1, 1923.	Expended Oct. 1, 1922, to Oct. 1, 1924.	Balance Oct. 1, 1924.
Power plant supplies.....	574 47	1,000 00	-----	275 48	621 71	677 28
Water.....	2,725 30	6,000 00	-----	985 75	4,401 09	3,337 46
Ice.....	1,412 41	1,800 00	-----	692 98	2,099 74	419 69
Janitor supplies.....	4,013 21	7,400 00	-----	87 00	8,027 51	3,298 70
Laundry.....	2,629 60	4,600 00	-----	383 97	4,506 20	2,339 43
Gas.....	302 90	600 00	-----	110 90	491 05	300 95
Elevator and boiler insurance.....	578 68	1,200 00	-----	228 36	1,217 28	333 04
Auto department supplies.....	229,773 78	275,000 00	\$2,086 78	7,320 98	315,832 27	174,707 31
Court reports.....	8,663 95	22,000 00	-----	457 20	18,537 00	11,669 75
Court of claims.....	5,000 00	5,000 00	-----	1,280 80	3,739 20	5,000 00
Hauling ashes.....	200 00	-----	-----	200 00	-----	-----
<b>Total.....</b>	<b>\$283,162 98</b>	<b>\$392,600 00</b>	<b>\$2,086 78</b>	<b>\$26,256 25</b>	<b>\$410,979 03</b>	<b>\$240,614 48</b>
<b>Salaries and Wages.</b>						
Office salaries.....	\$272,312 93	\$710,940 00	\$ 207 75	\$27,189 94	\$681,165 25	\$275,105 49
Plant salaries.....	110,679 56	286,600 00	1,018 40	28,457 27	245,477 00	124,383 69
Extra help, office.....	18,171 67	40,000 00	-----	288 33	42,152 80	15,730 54
Extra help, plant.....	1,184 00	2,400 00	-----	691 50	1,784 90	1,107 60
<b>Total.....</b>	<b>\$402,348 16</b>	<b>\$1,039,940 00</b>	<b>\$1,226 15</b>	<b>\$56,627 04</b>	<b>\$970,579 95</b>	<b>\$416,307 32</b>
<b>Improvements.</b>						
Revolving doors.....	\$ 768 11	-----	-----	\$765 88	\$ 2 23	-----
Repairs to roof.....	3,979 39	-----	-----	11 39	3,968 00	-----
Greenhouse.....	-----	12,000 00	-----	-----	11,450 45	\$ 549 55
Road.....	-----	3,000 00	-----	-----	-----	3,000 00
<b>Total.....</b>	<b>\$4,747 50</b>	<b>\$15,000 00</b>	-----	<b>\$777 27</b>	<b>\$15,420 68</b>	<b>\$3,549 55</b>
<b>State Capitol Power Plant.</b>						
Emergency appropriation.....	-----	\$110,000 00	-----	-----	\$109,877 40	\$122 60
<b>Miscellaneous.</b>						
Editing Blue Book.....	-----	\$ 3,000 00	\$78 79	-----	\$ 3,078 79	-----
Traveling expenses.....	\$19,662 58	50,000 00	-----	\$ 967 99	54,810 78	\$14,594 51
Telephone exchange.....	16,818 53	42,000 00	-----	1,640 43	42,455 51	14,728 59
Corporation refunds.....	9,846 50	5,000 00	-----	7,432 84	2,428 10	4,985 56
<b>Total.....</b>	<b>\$46,327 61</b>	<b>\$100,000 00</b>	<b>\$78 79</b>	<b>\$9,340 56</b>	<b>\$102,773 18</b>	<b>\$34,292 66</b>
<b>Contingencies.</b>	<b>\$10,298 76</b>	<b>\$15,000 00</b>	-----	<b>\$4,759 59</b>	<b>\$9,123 38</b>	<b>\$11,415 79</b>
<b>Summary.</b>						
Office expenses.....	\$ 96,651 52	\$ 199,000 00	\$1,463 45	\$ 3,179 19	\$192,209 78	\$101,726 00
Repairs and equipment.....	69,716 27	58,200 00	4,268 21	23,126 20	84,170 73	24,887 55
Operating supplies and expenses.....	283,162 98	392,600 00	2,086 78	26,256 25	410,979 03	240,614 48
Salaries and wages.....	402,348 16	1,039,940 00	1,226 15	46,627 04	970,579 95	416,307 32
Improvements.....	4,747 50	15,000 00	-----	777 27	15,420 68	3,549 55
State capitol power plant.....	-----	110,000 00	-----	-----	109,877 40	122 60
Miscellaneous.....	46,327 61	100,000 00	78 79	9,340 56	102,773 18	34,292 66
<b>Total.....</b>	<b>\$902,954 04</b>	<b>\$1,914,740 00</b>	<b>\$9,123 38</b>	<b>\$119,306 51</b>	<b>\$1,886,010 75</b>	<b>\$821,500 16</b>
<b>Contingencies.....</b>	<b>10,298 76</b>	<b>15,000 00</b>	-----	<b>4,759 59</b>	<b>9,123 38</b>	<b>11,415 79</b>
<b>Total, office of secretary of State.....</b>	<b>\$913,252 80</b>	<b>\$1,929,740 00</b>	<b>\$9,123 38</b>	<b>\$124,066 10</b>	<b>\$1,895,134 13</b>	<b>\$832,915 95</b>
<b>Libraries.</b>						
<b>General Library Division</b>						
Salaries.....	\$19,372 37	\$39,360 00	-----	\$7,792 37	\$31,785 69	\$ 9,204 31
Extra help.....	263 90	1,000 00	-----	9 25	1,063 45	171 10
Office expenses.....	1,148 93	2,500 00	-----	334 41	2,097 61	1,316 91
Equipment.....	-----	1,000 00	-----	-----	967 12	32 87

## APPROPRIATION ACCOUNTS—Continued.

	Balance Oct. 1, 1922.	Appropriated by 53d General Assembly.	Used from contin- gent fund.	Lapsed Oct. 1, 1923.	Expended Oct. 1, 1922, to Oct. 1, 1924.	Balance Oct. 1, 1924.
Traveling expenses.....	455 74	750 00	-----	147 21	605 54	452 99
Books, magazines and periodicals.....	4,922 73	15,500 00	-----	5 09	13,760 93	6,656 71
Moving into Centen- nial building.....	1,500 00	-----	-----	140 10	1,359 90	-----
Contingent.....	775 00	-----	-----	379 05	395 95	-----
Total.....	\$28,438 67	\$60,110 00	-----	\$8,807 58	\$52,006 20	\$27,734 89
Library Extension Divi- sion.....						
Salaries.....	\$7,425 38	\$27,120 00	-----	\$75 14	\$24,300 24	\$10,170 00
Extra help.....	275 00	1,000 00	-----		645 75	629 25
Office expenses.....	1,074 94	3,000 00	-----		2,916 50	1,158 44
Equipment.....		1,000 00	-----		1,000 00	-----
Traveling expenses.....	1,820 94	3,000 00	-----		3,446 81	1,374 13
Books, magazines and periodicals.....	5,536 58	14,000 00	-----	04	15,064 64	4,471 90
Moving into Centen- nial building.....	1,250 00	-----	-----	893 75	856 25	-----
Total.....	\$17,382 84	\$49,120 00	-----	\$968 93	\$47,730 19	\$17,803 72
Archives Division.....						
Salaries.....	\$6,100 00	\$10,200 00	-----	\$2,287 50	\$10,037 50	\$3,975 00
Extra help.....		1,000 00	-----		569 08	430 92
Office expenses.....		2,000 00	-----		555 30	1,444 70
Equipment.....		6,000 00	-----		2,581 50	3,418 50
Traveling expenses.....		750 00	-----		153 23	596 77
Moving into Centen- nial building.....	1,500 00	-----	-----	1,033 00	467 00	-----
Total.....	\$7,600 00	\$19,950 00	-----	\$3,320 50	\$14,363 61	\$9,865 89
Total, Libraries.....	\$53,421 51	\$129,180 00	-----	\$13,097 01	\$114,100 00	\$55,404 50
Recapitulation.....						
Office, Secretary of State	\$913,252 80	\$1,929,740 00	\$9,123 38	\$124,066 10	\$1,895,134 13	\$832,915 95
Libraries.....	53,421 51	129,180 00		\$13,097 01	\$114,100 00	\$55,404 50
Grand total.....	\$966,674 31	\$2,058,920 00	\$9,123 38	\$137,163 11	\$2,009,234 13	\$888,320 45

## SUPPLY DEPARTMENT STATEMENT.

During the period between October 1st, 1922, and September 30th, 1924, there was issued to the various Departments of the State Government supplies as follows:

### Names of the Departments.

Governor .....	\$ 328.79
Lieutenant Governor .....	23.73
Secretary of State .....	4,708.71
Treasurer .....	689.85
Auditor .....	1,796.87
Attorney General .....	565.50
Superintendent of Public Instruction.....	1,042.50
Supreme Court .....	322.12
Adjutant General .....	2,743.52
Agriculture .....	1,861.05
Appellate Court, 1st Dist.....	94.99
Appellate Court, 2nd Dist.....	95.47
Appellate Court, 4th Dist.....	6.94
Multigraph Dept. ....	669.57
Civil Service .....	575.47
Farmers Institute .....	152.17
Finance .....	528.97
Labor .....	3,445.67
Legislative Reference Bureau.....	177.70
Library, Historical .....	261.66
Library, State .....	1,072.99
Public Welfare .....	5,223.79
Public Health .....	2,737.12
Public Works and Buildings.....	11,611.41
Registration and Education .....	1,901.80
Trade and Commerce .....	5,576.19
53rd General Assembly .....	1,771.31
54th General Assembly .....	3.51
Clerk Supreme Court .....	2.28
Stock Department .....	131.10
Constitutional Convention .....	15.54
Mines and Minerals .....	481.35
Service Recognition Board .....	1,218.37
<b>Total .....</b>	<b>\$51,838.01</b>
<b>Stock received during two years.....</b>	<b>50,772.86</b>

## SHIPPING DEPARTMENT.

	Copies Received	Copies Distributed
Reports of State officers, boards, commissions, institutions, etc., printed and bound.....	102,410,682	
Reports Distributed to members of the General Assembly, State officers, institutions, etc.....	51,340	51,340
Reports and pamphlets distributed.....		102,210,682
Election Registers .....	45,000	25,536
Senate Bills, amendments, etc., 53rd General Assembly..	166,800	166,800
House Bills, amendments, etc., 53rd General Assembly..	254,400	254,400
House and Senate Journals.....	5,900	5,900
Supreme Court Reports .....	4,779	4,779
Appellate Court Reports .....	2,808	2,808
Printed envelopes .....	12,229,999	12,229,999
Letterheads .....	1,600,200	1,600,200
Session Laws .....	15,000	12,500
Blue Books .....	25,000	22,350

### 1923.

Auto plates .....	856,514	846,514
Dealers' plates .....	5,000	4,516
Truck plates .....	127,277	122,277
Tractor plates .....	1,000	194

### 1924.

Auto plates .....	990,000	950,000
Dealers' plates .....	5,000	4,358
Truck plates .....	126,000	125,000
Trailers .....	2,000	1,791



**REPORT**  
of the  
**ILLINOIS STATE LIBRARY**  
**General Library Division**

October 1, 1922, to September 30, 1924.

The report here submitted for the General Library Division of the Illinois State Library covers the biennium ended September 30, 1924.

Recorded use of the library books thru personal application at the Library Loan and Reference desks reached 24,439 volumes, issued to 1401 different borrowers. In answer to requests by letter for reference material 9,530 volumes were sent out to 109 libraries, 103 schools and 1,057 individuals in 422 different towns. Two thousand five hundred and forty-six volumes were issued to the Library Extension Division for later re-issue in the State. The circulation totals 36,515. While these figures are not large compared with circulation figures for public libraries which have a large proportion of fiction and children's books, they compare very favorably with statistics of other state libraries of a similar character having practically no fiction or children's books. The reference and informational use of the library has been stressed from its beginning, with special emphasis on the subjects of state legislation and administration. Within the last few decades the field of state administration has increased amazingly, and with it the scope of the library has been enlarged. Reference books of this character, in the social and political sciences, natural sciences and useful arts, general literature, and social and political history and biography, are not inexpensive, and are of comparatively limited use. It has, therefore, become the policy of the library, wherever it does not interfere with service to the state departments, to grant limited loans of such books in its collection as are not restricted in use because of their rarity, to other libraries in the state, and frequently to individuals without library facilities in their own communities. This policy has been rather generally adopted by state as well as large public libraries as a means of co-ordinating book collections and equalizing book opportunities thru the smaller communities in the state.

The accession record shows 87,580 bound volumes in the Library on September 30, 1924. Of these 5,491 were acquired since October 1, 1922, as follows: Purchased, 3,308; Magazines bound, 893; Donated, 317; Deposited by the United States Government, 295; Illinois state publications received, 160; other state publications received on exchange, 508.

An estimate of pamphlets reaches 48,664 volumes, 6,664 of which were added during the last biennium.

The Museum collection of books and pamphlets is as yet unaccessioned, as it has been impossible up to the present time to take the amount of time of the cataloging staff required to organize this material properly. A careful inspection of the collection has shown that possibly half of the

volumes, of governmental issue, duplicate those already in the General Division collection. Many of these are of sufficient value to warrant the retention of the extra copies.

In the current magazine files are to be found 397 periodicals on widely differing subjects, 275 of these purchased, 75 donated, and 47 sent to us by the United States Government. Among the latter are publications of a statistical nature whose figures are frequently the basis of many of the expensive commercial statistical services. Value of the up-to-the-minute information obtainable in magazines is unquestioned, especially when such information is made easily consultable thru the periodical indexes on file in the reference room in the library.

There are 17 newspapers on file in the newspaper rack, only two of which are donations.

During the 1922-1924 biennium, 250 court reports from other states, received on exchange, were sent to the Supreme Court Library, this transfer being in accordance with the policy established in 1842.

About 4,900 different new titles have been classified and completely cataloged, during the past two years, and work begun on a checklist of serials and continuations. Some of the re-organization work, begun over ten years ago, remains to be done, particularly in the state documents section. The proper classification and cataloging of material received by the library serves permanently as the interpreter of that material to the public which the library wishes to serve, and is as necessary as an adequate filing system in business correspondence.

Memberships in many organizations of a sociological, economic, educational and technical nature obtain for the library the valuable publications of those associations. This Division had direct representation at the annual meetings of the American Library Association, The National Association of State Libraries, The Special Libraries Association, and the Illinois Library Association, in which last named organization the Superintendent of the Division served as First Vice-President during the past year.

Several of the state departments are adopting the policy of turning over to this Division such magazines and reports as they need to keep accessible for future reference, but for which they have no adequate filing facilities in their own departments. This is in line with a much desired co-operation of library facilities in the state service, and is to be commended.

The usual shipments of Illinois state publications have been made to state libraries in other states, and to other libraries on our exchange list. While the supply for this purpose is granted under the provisions of the State Contracts Law of 1915, it is often difficult to obtain the required number, particularly where publications are issued outside of Springfield.

The 1922 Biennial Report was issued from the State Library Room in the west wing of the third floor of the State House. This report comes from the General Library Division quarters in the Centennial Building to which the library was moved between June 20 and June 30 of 1923. A considerable portion of the time and attention of the library force during the past biennium was given to overcoming difficulties incident to that removal, and to using to the best advantage the space allotted in the new

building. The removal of the collection of over 86,000 volumes, among them thousands of governmental reports of unusual size, was complicated by the extremely crowded condition and narrow aisles in the upper stack floor of the State House, which made it necessary in many cases to remove books and tear down the emptied shelving before access could be had to the stacks further back. Books were transferred directly to four wheeled trucks of 18 lineal feet capacity, and sent down the elevators to the basement and thru the connecting tunnel to the Centennial Building, where they were placed directly on the new steel shelving in the library stack room at the south side of the Centennial Building. Access to the stack floors, from the basement, is thru a small automatic elevator in the southwest corner of the stack room.

The 2nd, 3rd, and 4th floors of the steel stacks in the Centennial Building now contain the federal and state publications and certain less used portions of the general collection. Adjacent to this steel stack is the three story ornamental iron stack taken from the old Library room. The 2nd and 3rd floors of these iron stacks now hold newspapers and the State Museum collection, which was actually transferred to this Division late in August of 1923, tho the formal donation was made by the Museum Directors and accepted by the library in 1920.

The 6th floor of the steel stack, on the level of the State Library Reading Room, and directly south of it, shelves the more generally used books in the general collection. A constant removal of the less active portions of the collection to the lower stacks becomes necessary with the growth of the library, as there is no possibility for bookstack additions on this floor.

The State Library quarters in the Centennial Building include besides the stack rooms mentioned above, a large reference and reading room, finished and furnished in American walnut; a walnut panellled ante-room, and well lighted west rooms for cataloging and general office purposes. The public reading room is more than ample for present needs, and is architecturally most pleasing, with its vaulted ceiling and wrought iron lighting fixtures, and its end arches supported by marble pillars and topped by carved stone panels. The proximity of the State Historical Library on the other side of the central bookcases which form the partition between the reading rooms of the two libraries, makes possible a satisfactory association of the resources of both libraries for public reference purposes.

Use of the library since the removal to the Centennial Building has been watched with interest, as it was feared the distance would interfere with the former ready reference value of the library to the departments of the State House, and there would be a consequent falling off in the recorded use of the book collection. To a very small extent this is true, tho the use of the telephone for reference purposes is probably greater. Whether this will be true to a larger extent during the coming session of the Legislature remains to be seen, as the books of the library have always been used by the Legislators directly as well as thru the Legislative Reference Bureau, which by law depends upon the State Library for the use of its book collection.

# LIBRARY EXTENSION DIVISION—BIENNIAL REPORT

October 1, 1922—September 30, 1924.

Fifteen new libraries have been established during the biennium, three township libraries, six city libraries, and six village libraries. Libertyville township, Lake County, voted 1.8 mills tax; Sumpter township, Cumberland County, voted one mill tax; and Salem township, Knox County, voted 1.8 mills tax. The city libraries, established by appropriations from city councils, were Carterville, Chester, Collinsville, Fairfield, McLeansboro, and Virden. The village libraries require a referendum vote and were as follows: Algonquin, Madison, Morton, Palatine, and Stillman Valley. The library at Milledgeville is maintained by an endowment fund from the estate of Jane Fletcher.

There is now a total of 241 tax supported libraries in Illinois.

## SUMMARY OF STATISTICS OF PUBLIC LIBRARIES OF ILLINOIS FOR 1923.

Total number of libraries.....	234
Number of tax supported libraries.....	228
Number endowed libraries with no tax.....	6
Number libraries reporting.....	220
Receipts—	
Total tax receipts.....	\$2,094,509.24
Interest on endowment and gifts.....	51,558.28
Total income.....	2,538,300.70
Tax, per capita.....	.47
Income, per capita.....	.58
Expenditures—	
Salaries—Librarians.....	\$ 184,365.16
Assistants.....	302,139.56
Total—Exclusive of janitor service.....	1,086,504.72
Books.....	385,774.52
Periodicals.....	46,456.13
Binding.....	120,383.63
Operating.....	
Equipment, heat, light, etc.....	488,477.24
Janitor service.....	300,941.70
Total expenditures.....	2,333,755.83
Book Accounts—	
Number volumes in libraries.....	3,674,451
Number card holders.....	991,702
Total annual circulation.....	17,578,379
Population of state.....	6,486,380
Population having access to libraries.....	4,427,338
Population towns reporting.....	4,391,987
Percent of population that are card holders.....	23%
Circulation per card holder.....	17.7 vol.
Circulation per capita towns reporting.....	3.9 vol.
Circulation per capita of state.....	2.7 vol.
Circulation per volumes in library.....	4.7 times

## PERCENTAGE OF LIBRARY EXPENDITURES.

Salaries.....	46.6%
Books—	
Books.....	16.5
Periodicals.....	2 24.1
Binding.....	5.6
Operating—	
Janitor service.....	8.1
Equipment.....	20.7 29.3
Total.....	100

These figures do not include the reference libraries of Chicago.

Fourteen public libraries have new library buildings. Either bonds were issued to erect the new buildings or old properties were purchased and remodeled into convenient and suitable library buildings.

Two hundred and twenty-seven advisory visits have been made to libraries, and thirty-nine public addresses.

Eighteen public libraries, Arthur, Atkinson, Bradford, Carmi, Carthage, Griggsville, Hebron, LaHarpe, Madison, Milledgeville, Mount Carmel, Ogden, Oglesby, Petersburg, Pittsfield, and Toulon, and the high school libraries at Pittsfield and Pleasant Plains have been entirely reorganized under the supervision of the Library Extension Division. Worthless, out of date books have been discarded, the collection reclassified by the Decimal system, the accession record, charging system, and shelf list revised and completed, and an inventory made.

Ever increasing satisfactory results obtain from the fifteen regional library conferences held each year in February and March. Seventy-three more libraries were represented by 157 more librarians and directors in the 1924 conference than in those for 1923. Since it is impossible to visit every library each year these conferences have been arranged to give another opportunity for direct relations between the local libraries and the Library Extension Division.

No new reading courses have been published. Publicity is given those printed by the American Library Association and certificates granted to any one who will complete the reading. Forty-nine certificates have been issued.

The publications issued by the division during the biennium are:

Illinois Libraries, a quarterly bulletin.

Statistics of Illinois Libraries for 1922.

Library Extension Division Report, January 1, 1922, to December 31, 1923.

County Library Leaflet.

County Library Sheet.

Free books for Illinois Libraries, reprint.

#### LOAN DEPARTMENT

Seven thousand nine hundred ninety volumes have been added to the book collection during the two years. One thousand seven hundred thirty-seven volumes have been discarded as worn out. The total number of books in the library, exclusive of periodicals and pamphlets, is 32,318.

Fifty-nine periodicals are subscribed for annually for use in reference work. These are shelved unbound since greater use can be made of the single numbers.

The collection of pamphlets and clippings has been revised and added to. It is filed in vertical filing cases alphabetically by subject. No count has been made of the number in the collection.

Three thousand one hundred seventy-nine pictures were added to the picture collection. This is one of the most representative collections of

reproductions of art in the state. Special attention has been given in the last two years to collecting photographs representing different periods and styles of architecture, sculpture, and reproductions of paintings used for picture study in schools. Additions have also been made to the miscellaneous collection of pictures for use in schools.

## CIRCULATION STATISTICS

October 1, 1922—September 30, 1924

	Requests	Volumes
Groups of residents .....	721	33,448
Public libraries .....	1,890	4,149
Schools .....	2,963	47,878
Study clubs .....	2,091	7,484
State House employees .....	4,286	7,421
Individuals .....	8,104	19,218
Pictures .....	458	13,430
Reference work .....	5,675	16,360
Total.....	26,188	149,388
Reference work counted twice.....	5,675	16,360
Grand Total.....	20,513	133,028

## ARCHIVES DIVISION BIENNIAL REPORT

October 1, 1922—September 30, 1924

The Archives Division was created by the Act of 1921, which provided for the reorganization of the State Library, of which this division is a part. The superintendent was appointed in 1922 but no records were transferred to the department until it moved into the new Centennial Building in June, 1923. There it occupies the suite of rooms at the west end of the second floor, comprising an office, a large workroom, two vaults and one floor of the fireproof library stack room.

Before moving, all records in the custody of the Secretary of State were thoroughly cleaned and an inventory made. The records were found in excellent condition considering the vicissitudes they have suffered—movings from one town to another and from one state house to another in the early days, and the unsuitable and cramped spaces in damp and dirty storerooms and vaults where they have been filed in recent years. Surprisingly few records appear to be missing, even for the earlier periods. The records had been carefully labelled and filed in as good order as was possible in the restricted space available. Unfortunately, however, mildew, rusted filing cabinets, dirt and vermin had seriously damaged many papers, especially the bound records.

In transferring records to this department no arbitrary date has been set behind which records shall be counted as archives, but each series of papers is brought over as soon as the head of the department concerned considers them no longer in current use. For instance, election papers are transferred as soon as contests are settled, while most corporation papers from the beginning of the department in 1849 are kept in the current files. In general it is the practice to transfer such bodies of records as are not likely to be used oftener than once or twice in six months, though the customary archival practice in other states is to accept only such records as are no longer used in official business. In Illinois, however, the State Historical Library performs many of the functions usually taken care of by archives departments—it collects historical books and manuscripts, answers reference questions on Illinois history, and edits and prints the records—while on the other hand the comparatively recent date of most of the records and the rapidly increasing bulk of records justify and necessitate this division's putting the primary emphasis on its functions as a central filing department and clearing house of information for state officials, rather than on the historical side of its work. A brief statement as to the records to be found in the Archives Division is appended to this report.

The records in the Archives Division are arranged in series which preserve their evolutionary forms. The older and more fragile unbound papers are being filed flat in specially designed dust-proof boxes, each of which holds about as many papers as would be bound into one volume, so that listing and indexing will not be affected by subsequent binding. Manuscripts are mended with crepelin, a silk gauze which protects the paper from further disintegration without impairing the legibility of the docu-

ment. Where the ink has faded, certified photo-static and typewritten copies are filed with the originals. Some of the more valuable manuscripts, such as the first State Constitution (1818) and the earliest census records (1818 and 1820) have been sent to experts for reconditioning and rebinding. Modern and less important records are filed in ordinary commercial steel filing cases. Photostatic copies of documents are supplied through the Mimeograph Department of the Secretary of State's office.

During the past year a large part of the time has been spent in refiling the annual corporation reports. The election papers have also been unfolded, mended and refiled. The value and use of this latter series have been enhanced by the recent publication by the State Historical Library of the "Illinois Election Returns, 1818-1848," edited by Dr. Theodore C. Pease. The more recent records are, of course, properly indexed, but the older records will all have to be reindexed. It is proposed to make a consolidated index of all names appearing in the records of this office before 1860, an index greatly needed by people doing genealogical and other historical work in Illinois. An index of the land records has been completed, and is useful in answering inquiries from abstract companies and other persons looking up land titles. The Auditor's office and the Canal office at Lockport are cooperating with the Archives Division in plans for a joint index of lands owned or sold by the state, an index much needed because of the confused distribution of the records between the three offices.

As the chief function of an archives department is to preserve records for which presumably little official demand exists, but which are of historical or other potential value, statistics as to the use of the material mean little. Aside from state officials, lawyers and abstract companies are using the records in looking up land titles, in checking up on notarial attestations, points of constitutional law, the legislative history of certain bills, etc.; while historians and genealogists use the records to supplement material found in the State Historical Library. There have been calls for material in every classification of the documents, showing that even the most unlikely appearing records have value. This office also acts as a bureau of information to direct persons seeking material in other state offices.

Although limitations of time and space have so far prevented the Archives Division from extending its activities beyond the Secretary of State's office, the Division was created to assist any state official calling upon it for aid in meeting his archival problems. It is therefore proper to say here something about archival conditions in the State House in general. The removal of so many records from the Secretary of State's vaults and storerooms relieved the congestion in the current files which was handicapping particularly the Corporation Department, but it merely permitted the spreading out into the same old unsatisfactory vaults with their dampness that destroys papers in a few years, vaults which are furthermore inaccessibly located. The Automobile Department, though crowded, is permitted by law to destroy most of its records at five-yearly intervals. The Secretary of State is ex-officio archivist for the General Assembly and the Governor, so their records are cared for with those of the Secretary of State.



The increasing crowding in the State House and the scattering of state offices in various buildings in Springfield have created a most deplorable situation as regards the archives of the various offices. Their records have to be stored in inaccessible cubby-holes in the basement of the State House where they are subject to the dangers of fire, dampness, dirt and destruction as waste. The basement of the Centennial Building will also be used for storage, but under hardly more desirable conditions. Two departments, however, the Insurance Department and the Auditor of Public Accounts, have recently built splendid new vaults where their valuable records can at last be properly indexed and cared for.

The State Historical Library is continuing its policy of editing records of historical value, among the volumes now in process being the Laws of North West Territory, another volume of George Rogers Clark papers, the early census records and its World War series. It also has plans for calendaring and transcribing official records relating to Illinois found in other archives.

So far as State action is concerned, the status of county archives remains as it was when the State Historical Library made its report in 1915.

Material transferred to the Archives Division from the Secretary of State's office.\*

I. Records of the Secretary of State's office.

A. Corporation Department.

1. Annual reports of corporations, 1910-1922. A few before 1910.
2. All anti-trust affidavits.
3. Records of incompletd incorporations. -1911.
4. Fee books. -1922.
5. Miscellaneous indexes and papers.

B. Court of claims.

1. Record of cases through 1923.

C. Shipping division.

1. Miscellaneous accounts and shipment records.

D. Miscellaneous records.

1. State census records, 1818-1865. Federal census records, 1850-1880.
2. State Constitutions and constitutional convention records.  
The present constitution (1870) only was not transferred.
3. Correspondence. -1917.
4. Records of contracts, including records of the Commissioners of State Contracts.
5. Buildings and grounds. Papers relating to the building and repair of various state buildings, monuments, state parks, etc.

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\* For a full description of the archives of the State see C. W. Alvord and T. C. Pease: The Archives of the State of Illinois. In Annual Report of the American Historical Association for 1909, p. 379-463.

6. Financial records, such as vouchers, fee books, account books, etc. -1922.
7. License and registration of nurses, peddlers, etc. -1916.
8. Trade marks. -March, 1921.
9. Miscellaneous.

## II. Legislative records.

- A. All records of the General Assemblies from and including the territorial period through the General Assembly of 1921.

## III. Executive records.

- A. Correspondence. Letter books of the governors, 1811-1900. Series incomplete.
- B. Council of Revision. Proceedings, 1818-1847.
- C. Criminal records.
  1. Pardon and parole papers. -1913.
  2. Requisitions and Petitions for requisitions. -1923.
  3. Restorations to citizenship. -1912.
  4. Warrants for the return of fugitives.
  5. Miscellaneous records relating to convict registers, prisons, etc.
- D. "Executive Record," the diary of official acts of the governor, 1809-1907, with the accompanying "Executive File" of miscellaneous papers, 1801-1923.
- E. Records relating to internal improvement, the Illinois and Michigan canal, state indebtedness, state banks, etc.
- F. Records relating to the sale of state lands.
- G. Records of state and county officers.
  1. Certificates of qualification. -1923.
  2. Petitions, bonds and record books of notaries public. -1923.
  3. Records of justices of the peace, police magistrates, etc.
  4. Records of county and state officers. -current volumes.
- H. Reports of state institutions and officers.
- I. Reports by county clerks on persons committed to state institutions.
- J. Miscellaneous records of accounts, appointments, etc.

**BIENNIAL REPORT**  
**OF**  
**Secretary of State**  
**OF THE**  
**State of Illinois**

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**LOUIS L. EMMERSON, Secretary of State**



**Fiscal Years Beginning October 1, 1924, and Ending  
September 30, 1926**

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[Printed by authority of the State of Illinois.]

STATE OF ILLINOIS  
1926

**LETTER OF TRANSMITTAL**

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STATE OF ILLINOIS,  
OFFICE OF SECRETARY OF STATE,  
*Springfield, December 1, 1926*

To His Excellency, HON. LEN SMALL,  
*Governor of Illinois.*

DEAR SIR: In compliance with Section 6, of Chapter 102, Section 5, of Chapter 124, Hurd's 1917 and 1918 Revised Statutes, and Section 21, of Article V, of the Constitution, I have the honor to submit herewith my biennial report as Secretary of State, including the reports of the various departments of the office, and the report of the Illinois State Library, including the Library Extension Division and the Archives Division. This report covers the biennial period from October 1, 1924 to September 30, 1926.

Very respectfully,

*Louis L. Emmerson*  
Secretary of State.

## SECRETARIES OF STATE

FROM 1818 TO 1926.

Name	Date of commission or qualification	From what county.	Remarks.
Elias Kent Kane, Dem. ....	Oct. 6, 1818	Kaskaskia	Resigned Dec. 16, 1822.
Samuel D. Lockwood, Dem. ....	Dec. 18, 1822	Madison	Resigned Apr. 2, 1823.
David Blackwell, Dem. ....	Apr. 2, 1823	St. Clair	Resigned Oct. 15, 1824.
Morris Birkbeck, Dem. ....	Oct. 15, 1824	Edwards	Resigned Jan. 15, 1825.
George Forquer, Dem. ....	Jan. 15, 1825	Sangamon	Resigned Dec. 31, 1828.
Alexander P. Field, Dem. ....	Jan. 30, 1829	Union	Removed Nov. 30, 1840
Stephen A. Douglas, Dem. ....	Nov. 30, 1840	Morgan	Resigned Feb. 27, 1841.
Lyman Trumbull, Dem. ....	Mar. 1, 1841	St. Clair	Removed Mar. 4, 1843.
Thompson Campbell, Dem. ....	Mar. 6, 1843	Jo Daviess	Resigned Dec. 23, 1846.
Horace S. Cooley, Dem. ....	Dec. 23, 1846	Adams	Appointed by Governor French.
Horace S. Cooley, Dem. ....	Jan. 8, 1849	Adams	Elected under Constitution of 1848. Died Apr. 2, 1850.
David I. Gregg, Dem. ....	Apr. 2, 1850	Cook	
Alexander Starne, Dem. ....	Jan. 10, 1853	Pike	
Ozias M. Hatch, Rep. ....	Jan. 12, 1857	Pike	
Ozias M. Hatch, Rep. ....	Jan. 14, 1861	Pike	
Sharon Tyndale, Rep. ....	Jan. 16, 1865	St. Clair	
Edward Rummel, Rep. ....	Jan. 11, 1869	Peoria	
George H. Harlow, Rep. ....	Jan. 13, 1873	Tazewell	
George H. Harlow, Rep. ....	Jan. 8, 1877	Tazewell	
Henry D. Dement, Rep. ....	Jan. 17, 1881	Lee	
Henry D. Dement, Rep. ....	Jan. 30, 1885	Lee	
Isaac N. Pearson, Rep. ....	Jan. 14, 1889	McDonough	
Wm. H. Hinrichsen, Dem. ....	Jan. 10, 1893	Morgan	
James A. Rose, Rep. ....	Jan. 11, 1897	Pope	
James A. Rose, Rep. ....	Jan. 14, 1901	Pope	
James A. Rose, Rep. ....	Jan. 9, 1905	Pope	
James A. Rose, Rep. ....	Jan. 18, 1909	Pope	Died May 23, 1912.
Cornelius J. Doyle, Rep. ....	June 3, 1912	Greene	Appointed by Governor Deneen.
Harry Woods, Dem. ....	Feb. 3, 1913	Cook	Died Oct. 12, 1914.
Lewis G. Stevenson, Dem. ....	Oct. 13, 1914	McLean	Appointed by Governor Dunne.
Louis L. Emmerson, Rep. ....	Jan. 8, 1917	Jefferson	
Louis L. Emmerson, Rep. ....	Jan. 10, 1921	Jefferson	
Louis L. Emmerson, Rep. ....	Jan. 12, 1925	Jefferson	

# REPORT OF SECRETARY OF STATE— STATE OF ILLINOIS

SPRINGFIELD, October 1, 1926.

Biennial report of the office of Secretary of State for the period beginning October 1, 1924, and ending September 30, 1926.

Fees collected by Louis L. Emmerson, Secretary of State, from October 1, 1924, to and including September 30, 1926:

Collections Foreign Corporation Department .....	\$ 4,146,304.74
Collections Domestic Corporation Department .....	6,632,857.97
Collections Executive Department .....	60,519.34
Collections Index Department .....	1,062.50
Collections Securities Department .....	195,767.36
Collections Miscellaneous .....	4,219.59
Total collection for miscellaneous fees .....	\$11,040,731.50
Total amount refunded on account of overpayment of fees, dishonored checks, protest and enjoined fees .....	2,255,654.86
Net balance of miscellaneous fees collected by Louis L. Emmerson, Secretary of State, and turned into State Treasury by him for credit to the general fund .....	\$ 8,785,076.64

## MOTOR VEHICLE FEES ACCOUNT

Collections Automobile Department for motor vehicle, chauffeur licenses, etc. (Springfield office) .....	\$26,650,010.60
Collections Chauffeur licenses (Chicago office) .....	395,838.50

Total collections, motor vehicle, chauffeur licenses, etc. ....	\$27,045,849.10
Total amount refunded on account of overpayment of fees, dishonored checks, etc. ....	66,204.51

Net balance of motor vehicle and chauffeur license fees turned into State Treasury by Louis L. Emmerson, Secretary of State .....	\$26,979,644.59
Protested and enjoined fees .....	989,844.33

Net amount of fees collected and turned into State Treasury by Louis L. Emmerson, Secretary of State, as follows:	
To general fund .....	\$ 8,785,076.64
To road fund .....	26,979,644.59

Total .....

\$35,764,721.23

## FEES RECEIVED AND KIND OF LICENSES ISSUED BY AUTOMOBILE DEPARTMENT SHOWN BY YEARS FROM 1911.

Year.	Fees.	Auto.	Trucks.	Motor-cycle.	Chauffeur.	Dealer.	Tractor.	Trailer.
1911.....	\$ 105,344 28	38,269		4,346				
1912.....	375,716 22	68,012		9,238	8,162	874		
1913.....	507,134 77	94,646		12,183	13,153	1,041		
1914.....	703,403 70	131,140		14,852	17,827	1,198		
1915.....	924,905 74	180,832		15,740	22,995	1,458		
1916.....	1,242,509 85	248,429		14,931	33,022	2,871		
1917.....	1,587,772 69	340,292		13,740	43,679	3,745		
1918.....	2,762,567 53	389,761		10,834	45,696	3,548		
1919.....	3,262,176 57	478,438		10,920	53,123	4,966		
1920.....	5,893,586 02	503,762	64,997	10,597	69,365	6,282	310	
1921.....	6,776,781 17	583,441	79,907	8,935	69,226	7,041	124	
1922.....	7,882,482 02	682,250	99,724	7,871	56,789	4,214	152	
1923.....	9,653,795 04	847,005	122,087	7,612	92,871	4,516	195	
1924.....	11,513,957 05	981,859	141,706	6,873	96,924	4,488		2,044
1925.....	12,936,882 13	1,101,943	161,234	6,603	99,372	4,557		3,777
1926 to Sept. 30.....	13,875,041 18	1,178,806	171,640	6,007	87,073	4,679		3,246

# APPROPRIATION ACCOUNTS

## Biennial Report of Appropriation Accounts of the Office of the Secretary of State and State Library

October 1, 1924 to September 1, 1926

	Balance Oct. 1, 1924.	Appropriated by 54th General Assembly.	Used from contingent fund.	Lapsed Oct. 1, 1925.	Expended Oct. 1, 1924, to Oct. 1, 1926.	Balance Oct. 1, 1926.
<b>Office Expenses.</b>						
Postage.....	\$ 91,968 85	\$ 282,340 00		\$ 1,589 79	\$ 224,248 96	\$ 148,470 10
Freight, express and drayage.....	2,780 40	8,000 00	71 64		8,703.28	2,077 12
Telephone and telegraph Office supplies.....	1,182 01	3,000 00		35 07	3,573 96	572 98
Premiums.....	680 49	1,700 00	1,167 66		1,675 80	704 69
Rent, Chicago office.....	1,050 69	3,000 00	1,263 90	337 36	1,511 76	2,201 57
Light, Chicago office.....	3,650 00	10,000 00		92 80	8,807 20	4,750 00
Telephone and telegraph, Chicago office.....	158 39	400 00		32 05	384 95	141 39
Supplies, Chicago office.....	87 56	1,000 00		55 94	593 31	438 31
	167 61	1,000 00		60 81	311 50	795 30
<b>Totals.....</b>	<b>\$101,726 00</b>	<b>\$ 310,440 00</b>	<b>\$ 2,503 20</b>	<b>\$ 2,203 82</b>	<b>\$ 249,810 72</b>	<b>\$ 160,151 46</b>
<b>Repairs and Equip- ment.</b>						
Machinery repairs.....	\$ 2,118 28	\$ 7,000 00		\$ 90 17	\$ 4,947 12	\$ 4,080 99
Elevator repairs.....	2,260 27	3,000 00		41 91	3,011 40	2,206 96
Plumbing and heating repairs.....	1,455 64	6,000 00		251 68	2,100 92	5,103 04
Awnings, curtains and screens.....	510 00	600 00			839 75	270 25
Building and roof repairs.....	8,465 35	26,606 94			19,693 31	15,378 98
Flags.....	656 66	1,000 00	\$227 95		449 05	550 95
Truck and auto repairs.....	38 02	2,000 00	4,097 90		1,855 99	800 67
Typewriters.....	329 91	4,000 00	317 65	18 26	3,539 29	480 47
Office furniture.....	22 97	3,000 00	251 00	27 84	2,718 30	583 77
Office equipment.....	48 85	4,319 65	1,076 98		3,858 21	484 41
Books and periodicals.....	300 00	1,000 00	143 15		909 00	139 85
Furniture, Chicago office.....	762 09	3,500 00	324 42	67 88	241 62	290 50
Greenhouse supplies.....	2,716 86	6,000 00		24 39	1,931 41	2,306 29
Electrical equipment.....	2,381 93	1,173 41	394 72	70 23	4,283 68	4,433 18
Hardware and building material.....	220 72	700 00		70 72	3,407 76	77 35
Fire and safety equip- ment.....	2,600 00			36 05	577 50	272 50
New pumps.....		3,000 00	82 65		2,663 95	
Addressograph depart- ment equipment.....		7,000 00	984 92		2,715 16	284 84
Photostat equipment.....		10,000 00			4,807 62	2,192 38
Renewing Boiler Tubes.....					5,543 00	4,457 00
<b>Totals.....</b>	<b>\$ 24,887 55</b>	<b>\$ 90,200 00</b>	<b>\$ 7,901 34</b>	<b>\$ 699 13</b>	<b>\$ 69,994 04</b>	<b>\$ 44,394 38</b>
<b>Operating Supplies and Expenses</b>						
Fuel, power plant.....	\$ 36,969 27	\$ 54,800 00	\$ 1 90	\$ 974 16	\$ 59,678 60	\$ 31,116 51
Oil, waste, boiler com- pound and gasoline.....	1,561 60	5,000 00		111 17	3,878 07	2,572 36
Power plant supplies.....	677 28	1,000 00		428 96	628 45	619 87
Water.....	3,337 46	5,200 00		708 07	6,010 48	1,818 91
Ice.....	419 69	2,000 00			2,071 18	348 51
Janitor supplies.....	3,298 70	7,400 00			7,863 71	2,834 99

## APPROPRIATION ACCOUNTS—Continued.

	Balance Oct. 1, 1924.	Appropriated by 54th General Assembly.	Used from contingent fund.	Lapsed Oct. 1, 1925.	Expended Oct. 1, 1924, to Oct. 1, 1926.	Balance Oct. 1, 1926.
Laundry.....	\$ 2,339 43	\$ 4,600 00		\$ 187 52	\$ 5,137 51	\$ 1,614 40
Gas.....	300 95	600 00		39 12	632 87	228 96
Elevator and boiler insurance.....	333 04	1,400 00		2 50	1,586 08	144 46
Auto department supplies.....	174,707 31	478,240 00	3,773 84		399,388 80	253,558 51
Court reports.....	11,669 75	22,000 00		571 50	24,413 25	8,685 00
Court of Claims opinions.....	5,000 00				5,000 00	
<b>Totals.....</b>	<b>\$240,614 48</b>	<b>\$ 582,240 00</b>	<b>\$ 3,775 74</b>	<b>\$ 3,023 00</b>	<b>\$ 516,289 00</b>	<b>\$ 303,542 48</b>
<b>Salaries and Wages</b>						
Office salaries.....	\$275,105 49	\$ 830,780 00		\$17,872 51	\$ 752,160 56	\$ 335,852 42
Plant salaries.....	124,363 69	305,560 00		20,081 34	288,669 08	121,173 27
Extra help, office.....	15,730 54	45,000 00	\$ 1,900 00	28	25,902 76	34,827 50
Extra help, plant.....	1,107 60	2,400 00	316 67		1,615 89	1,891 71
<b>Totals.....</b>	<b>\$416,307 32</b>	<b>\$1,183,740 00</b>	<b>\$ 2,216 67</b>	<b>\$37,954 13</b>	<b>\$1,068,348 29</b>	<b>\$ 493,744 90</b>
<b>Miscellaneous</b>						
Editing Blue Book.....		4,000 00	250 00		4,000 00	
Traveling expenses.....	\$ 14,584 51	60,000 00		\$ 2 64	53,597 30	\$ 20,984 57
Telephone exchange.....	14,722 59	48,000 00	1,121 83	97	43,526 27	19,195 35
Corporation refunds.....	4,985 56	2,000 00		4,945 06	40 50	2,000 00
State Capitol power plant.....	122 60			30 10	92 50	
Publishing notices of amendment to Constitution.....		30,000 00			20,985 60	9,014 40
Greenhouse.....	549 55			7 82	541 73	
Road.....	3,000 00			209 30	2,790 70	
<b>Totals.....</b>	<b>\$ 37,964 81</b>	<b>\$ 144,000 00</b>	<b>\$ 1,371 83</b>	<b>\$ 5,195 89</b>	<b>\$ 125,574 60</b>	<b>\$ 51,194 32</b>
Contingencies.....	\$ 11,415 79	\$ 15,000 00		\$ 20 30	\$ 17,768 78	\$ 8,626 71
<b>Summary</b>						
Office expenses.....	\$101,726 00	\$ 310,440 00	\$ 2,503 20	\$ 2,203 82	\$ 249,810 72	\$ 160,151 46
Repairs and equipment.....	24,887 55	90,200 00	7,901 34	699 13	69,994 04	44,394 38
Operating supplies and expenses.....	240,614 48	582,240 00	3,775 74	3,023 00	516,289 00	303,542 48
Salaries and wages.....	416,307 32	1,183,740 00	2,216 67	37,954 13	1,068,348 29	493,744 90
Miscellaneous.....	37,964 81	144,000 00	1,371 83	5,195 89	125,574 60	51,194 32
<b>Total.....</b>	<b>\$821,500 16</b>	<b>\$2,310,620 00</b>	<b>\$17,768 78</b>	<b>\$49,075 97</b>	<b>\$2,030,016 65</b>	<b>\$1,053,027 54</b>
Contingencies.....	\$ 11,415 79	\$ 15,000 00		\$ 20 30	\$ 17,768 78	\$ 8,626 71
Total, office of Secretary of State.....	\$832,915 95	\$2,325,620 00	\$17,768 78	\$49,096 27	\$2,047,785 43	\$1,061,654 25
<b>General Library Division</b>						
Salaries and wages.....	\$ 9,204 31	\$ 39,960 00		\$ 6,859 31	\$ 24,297 50	\$ 18,007 50
Extra help.....	171 10	1,000 00		10	871 95	299 03
Office expenses.....	1,216 91	2,500 00		10 45	3,023 01	683 45
Repairs and equipment.....	32 87	3,000 00		67	836 02	2,195 28
Traveling expenses.....	452 99	750 00		8 45	884 83	309 71
Books, magazines and periodicals.....	6,656 71	15,500 00		10 42	16,287 59	5,858 70
<b>Total.....</b>	<b>\$ 17,734 89</b>	<b>\$ 62,710 00</b>		<b>\$ 6,889 40</b>	<b>\$ 46,201 80</b>	<b>\$ 27,353 69</b>
<b>Library Extension Division</b>						
Salaries and wages.....	10,170 00	28,920 00			28,245 00	10,845 00
Extra help.....	629 25	1,000 00			1,214 25	415 00



## APPROPRIATION ACCOUNTS—Concluded.

	Balance Oct. 1, 1924.	Appropriated by 54th General Assembly.	Used from contingent fund.	Lapsed Oct. 1, 1925.	Expended Oct. 1, 1924, to Oct. 1, 1926.	Balance Oct. 1, 1926.
Office expenses.....	1,158 44	3,400 00			2,492 58	2,065 86
Repairs and equipment.....		3,900 00			2,489 02	1,410 98
Traveling expenses.....	1,374 13	3,500 00			2,739 93	2,134 20
Books, magazines and periodicals.....	4,471 90	14,000 00			13,401 09	5,070 81
Total.....	\$ 17,803 72	\$ 54,720 00			\$ 50,581 87	\$ 21,941 85
<b>Archives Division</b>						
Salaries and wages.....	\$ 3,975 00	\$ 10,800 00		\$ 150 00	\$ 10,525 00	\$ 4,100 00
Extra help.....	430 92	1,000 00		04	986 40	444 48
Office expenses.....	1,444 70	1,800 00		12 97	2,168 91	1,062 82
Repairs and equipment.....	3,418 50	5,000 00		37 24	5,453 46	2,927 80
Traveling expenses.....	596 77	700 00		433 36	256 40	607 01
Total.....	\$ 9,865 89	\$ 19,300 00		\$ 633 61	\$ 19,390 17	\$ 9,142 11
Total, Libraries.....	\$ 45,404 50	\$ 136,730 00		\$ 7,523 01	\$ 116,173 84	\$ 58,437 65
<b>Recapitulation</b>						
Office, Secretary of State.....	\$832,915 95	\$2,325,620 00	\$17,768 78	\$49,096 27	\$2,047,785 43	\$1,061,654 25
Libraries.....	45,404 50	136,730 00		7,523 01	116,173 84	58,437 65
Grand Total.....	\$878,320 45	\$2,462,350 00	\$17,768 78	\$56,619 28	\$2,163,959 27	\$1,120,091 90

## SUPPLY DEPARTMENT STATEMENT

During the Period between October 1, 1924 and September 30, 1926 there was issued to the various departments of the state government supplies as follows:

### Names of Departments,

Governor .....	\$ 288.47
Lieutenant Governor .....	38.00
Secretary of State .....	5,184.39
State Treasurer .....	742.85
State Auditor .....	1,353.74
Attorney General .....	578.32
Superintendent of Public Instruction .....	865.30
Supreme Court .....	241.10
Adjutant General .....	2,203.35
Agriculture .....	1,803.80
Appellate Court, 1st Dist. ....	8.37
Appellate Court, 2d Dist. ....	9.58
Appellate Court, 3rd Dist. ....	32.23
Appellate Court, 4th Dist. ....	.29
Civil Service .....	359.01
Farmers Institute .....	231.27
Finance Department .....	583.20
Department of Labor .....	3,076.38
Legislative Reference Bureau .....	231.38
Historical Library .....	205.82
State Library .....	744.36
Public Welfare .....	3,178.48
Public Health .....	2,819.23
Public Works and Building .....	9,217.24
Registration and Education .....	2,489.79
Trade and Commerce .....	4,562.07
54th General Assembly .....	1,151.73
Stock Department .....	36.62
Purchases and Construction .....	2,194.31
Mines and Minerals .....	282.95
Multigraph Department .....	27.35
Conservation .....	304.03
Service Recognition Board .....	345.43
<b>Total .....</b>	<b>\$45,390.44</b>
Stock received during the two years .....	41,970.51

## SHIPPING DEPARTMENT

	Copies Received	Copies Distributed
Reports of State officers, boards, commissions, institutions, etc., printed and bound.....	22,418,871	
Reports distributed to members of the General Assembly.....		5,518
Reports and pamphlets distributed.....		22,318,871
Election Registers.....	45,000	19,950
Senate Bills, amendments, etc., 54th General Assembly.....	159,600	7,980
House Bills, amendments, etc., 54th General Assembly.....	264,900	10,245
House and Senate Journals.....	12,000	12,000
Supreme Court Reports.....	4,248	4,248
Appellate Court Reports.....	2,457	2,457
Printed envelopes.....	7,637,080	
Letterheads.....	1,761,000	
Session Laws.....	15,000	
Blue Books.....	25,000	

	Number Received	Number Distributed
1925.		
Auto plates.....	1,100,000	1,009,800
Dealers' plates.....	5,000	4,750
Truck plates.....	165,000	163,700
Trailers.....	3,000	2,823

1926.		
Auto plates.....	1,200,000	1,193,797
Dealers' plates.....	5,000	4,702
Truck plates.....	175,500	175,228
Trailers.....	3,300	3,260

**REPORT**  
of the  
**ILLINOIS STATE LIBRARY**  
General Library Division

**October 1, 1924 to September 30, 1926**

The Report of the General Library Division of the Illinois State Library for the period beginning October 1, 1924 and ending September 30, 1926, is here respectfully submitted.

According to the Accession Record on September 30, 1926, the collection of bound books now numbers 95,080 volumes. Of these, 7,500 added during the biennium just ended were acquired as noted below:

Purchased.....	4,047
Donated.....	998
Magazines bound.....	1,193
New York Times bound.....	41
Government documents bound.....	199
U. S. Government publications, on deposit.....	362
State publications, on exchange.....	471
Illinois publications.....	189

Total number bound volumes added October 1, 1924—September 30, 1926.....7,500

Worn out volumes, 88 in number, were withdrawn as unfit for further use. Court reports received from other states as exchanges, 220 volumes in all, were turned over as usual to the Supreme Court Library.

Of a collection of pamphlets estimated at 56,854 volumes, by actual count those received during the last biennium were:

General information.....	529
U. S. Government.....	4,227
State government.....	2,434

Total number pamphlets received October 1, 1924—September 30, 1926.....7,190

The current magazine list of the Library shows a total of 467 periodicals, 316 acquired by purchase, 82 donated, and 69 sent by the United States Government. Magazines in this file which are indexed in The Readers Guide to Periodical Literature, The Industrial Arts Index, The International Index, The Agricultural Index and The Public Affairs Information Service, are bound for permanent use in the reference collection.

On file in the reading room are 19 newspapers, two of these donated. The only recent addition to the newspaper list is The United States Daily, devoted solely to governmental affairs in Washington. The New York Times, because it issues a quarterly alphabetic index, is bound for reference use.

Greater progress has been made in the classification and cataloging of material received than was possible during the preceding biennium. The following tabulation indicates the class and volume of this work:

General works (Encyclopedias, indexes, magazines, etc.) ..	555	
Philosophy .....	198	
Religion .....	189	
Political science, Economics, Sociology .....	1,334	
Philology .....	40	
Natural Science .....	253	
Useful Arts .....	592	
Fine Arts .....	389	
Literature .....	572	
History, Biography, Travel .....	1,196	
Fiction .....	126	
Juveniles .....	79	
		<hr/>
U. S. Government publications .....	3,926	5,523
Illinois state publications .....	638	
Other State publications .....	368	
		<hr/>
Shelflisting and Checklisting:		4,932
Bound magazines .....	1,129	
Unbound magazines .....	658	
Maps .....	2,400	
		<hr/>
		4,187
Total number of volumes .....		14,642

A conservative estimate indicates an average of 4 cards typed and filed for each of these titles. Library of Congress printed cards are used wherever possible. Work on current purchases is practically up to date, and some inroads have been made on the classification and recataloging of the unorganized sections of older books in the Library. Many additions have been made to the card checklist of serials received. Pamphlets of temporary interest are filed alphabetically by subject in vertical files.

As legislative journals, documents, session laws and departmental reports are received from other states, as complete a file as possible of Illinois publications is sent in exchange. The supply for this is allotted to the State Library by provision in the State Contracts Law of 1915. Several shipments have been made, accompanied in each case by a checklist of material included. On the exchange list are the state libraries of other states, the Library of Congress, libraries of some state universities outside of capital cities, and a few large public libraries with extensive political science departments. During the last two years 160 requests for assistance in completing files of Illinois publications have been received and though many of the documents wanted were out of print, 471 volumes from the duplicate files were sent out to satisfy these requests.

A list of Illinois state publications in print and now obtainable was also compiled for inclusion in the "United States Catalog of Books in Print January, 1927," this work necessitating a considerable amount of investigation of files in the various departments in Springfield.

Within the last year the Superintendent of the General Division was permitted to look over the collections of books and pamphlets in the offices of the Superintendent of Public Instruction, and of the

Department of Registration and Education, with the purpose of filling in missing numbers in the State Library files, and obtaining duplicates of rare state publications. The results of this inspection were that a number of valuable out of print books were acquired by the Library, many gaps in the files of state publications closed up, and some space conserved for the more recent additions to the two office files.

Records at the Loan Desk show a circulation total of 36,846 books, a slight increase over the previous biennium. Of these 25,647 volumes were issued in response to direct application at the Loan Desk, 2,242 were borrowed by the Library Extension Division, and 8,957 volumes were sent, in response to requests by letter, to 123 libraries, 18 colleges, 66 schools and 1,662 individuals in 492 different towns and villages in Illinois. Special requests from outside of Illinois called for 23 books, which were sent to three public and three college libraries on inter-library loan.

At the Reference Desk 3,671 letters were given attention, 114 referred to the Library Extension Division, and 28 referred to the Historical Library. A total of 6,461 reference questions were investigated, a considerable increase over the last biennium. In this service about 6,000 volumes were used for study in the Reading Room in addition to those issued for home use. Ninety-two bibliographies were compiled. In many cases where it has not been possible to send out documents or especially large volumes the Mimeograph Division of the Secretary of State's office has made photostat reproductions for use in reference work in the state outside of Springfield. These copies are later returned to the Information File for further service.

Much time has been given to the checking of the Union List of Serials in the Libraries of the United States and Canada, so that the record of the files of serials in the State Library may appear in the final edition of this valuable publication. The Union List, under direction of the American Library Association Advisory Committee, is a record of about 75,000 serials checked by about 250 of the larger libraries throughout America to show their holdings. When finished it will serve investigators by locating the nearest file of reference material, will prevent undue duplication of expensive sets in one locality, and will probably be consulted more frequently than any other of the librarian's reference books.

In general, the reference use of the Library has not lessened, but increased considerably, since removal to the Centennial Building. Legislative use however is hampered by the amount of time required to make the trip from the House and Senate to the Centennial Building. A rapid transit automatic delivery of requests and books might be devised to overcome this handicap.

The General Library Division was represented at the annual meetings of the American Library Association, the National Association of State Libraries, the Special Libraries Association, the Illinois Art Extension Committee, and the Illinois Library Association. The Superintendent of the General Library Division was elected President of the Illinois Library Association in 1925 and 1926, and served as Council Member in the American Library Association for the same period.

# LIBRARY EXTENSION DIVISION BIENNIAL REPORT

October 1, 1924 to September 30, 1926

Fourteen new libraries have been established during the biennium; three township libraries, five city libraries and six village libraries. Blue Ridge township, Piatt county, voted one mill tax; Sandwich township, DeKalb county, voted one mill tax; Batavia township, Kane county, voted to increase the library tax from 1.2 mills to 1.8 mills. Buffalo township, Ogle county, voted to increase the library tax from one to 1.4 mills. The following cities passed ordinances establishing libraries: Berwyn, Cook county; Roodhouse, Green county; Villa Grove, Douglas county, 1.8 mills tax. The Leroy library, McLean county, was established through the bequest of J. T. Crumbaugh. The village libraries are at Arlington Heights, Barrington and Western Springs, Cook county; Dwight, Livingston county; Lake Bluff, Lake county; Plainfield, Will county. Village libraries are established by a vote of the people. With the exception of Plainfield all voted the maximum tax of 1.8 mills. Plainfield library has an additional income from the \$25,000 Nimmons bequest.

## SUMMARY OF STATISTICS OF PUBLIC LIBRARIES OF ILLINOIS FOR 1925.

Total number of libraries.....	239
Number of tax supported libraries.....	9
Number of endowed libraries with no tax.....	9
Number of libraries reporting.....	222
Receipts—	
Total tax receipts.....	\$2,363,389
Interest on endowment and gifts.....	374,645
Total income.....	3,279,322
Tax, per capita, for libraries reporting.....	.48
Income, per capita, for libraries reporting.....	.66
Expenditures—	
Salaries—Librarians.....	\$ 213,742
Assistants.....	1,088,957
Total, exclusive of janitor service.....	1,302,699
Books.....	382,040
Periodicals.....	46,693
Binding.....	137,956
Operating—	
Equipment, heat, light, etc.....	474,321
Janitor service.....	233,220
Total expenditures.....	2,576,929
Number of volumes in libraries.....	3,964,277
Number of card holders.....	1,172,412
Total annual circulation.....	19,721,479
Population of state.....	6,485,280
Population having access to libraries.....	4,085,966
Population of towns reporting.....	4,940,274
Per cent of population that are card holders.....	23%
Circulation per card holder.....	16.8 vol.
Circulation per capita of towns reporting.....	4 vol.
Circulation per capita of state.....	3 vol.
Circulation per volumes in library.....	4.9 times

## PERCENTAGE OF LIBRARY EXPENDITURES.

Salaries.....	1925
Books.....	50.6%
Periodicals.....	14.8 }
Binding.....	1.8 } 22
Operating—	5.4 }
Janitor service.....	9 }
Equipment.....	18.4 } 27.4
Total.....	100

These figures do not include the reference libraries of Chicago.

Two public libraries have new library buildings, three others have purchased buildings which have been successfully remodeled. The total cost of these buildings is \$95,000.00.

Gifts and bequests to the amount of \$286,831 have been made to the public libraries of the state and \$110,500 to school and university libraries.

Under the direction of the field visitor of the Library Extension Division the following public libraries and high school libraries have been organized. Worn out and undesirable books were discarded books were classified by the Decimal system, and the following records made: accession, shelf list, and charging system.

#### PUBLIC LIBRARIES

Albion	Lacon
Arlington Heights	Momence
Barrington	Onarga
Dundee	Park Ridge
Fairfield	Plainfield
Gibson City	Roodhouse
Grant Park	Tuscola
Hillsboro	Yates City

#### HIGH SCHOOL LIBRARIES

Elmwood	Manteno
Newton	

The superintendent has made 29 public addresses and 240 visits to libraries, going over library problems with the librarians and counseling with the library directors as to improvements and progress.

Fourteen regional library conferences were held in February and March, 1925, and sixteen in 1926. These conferences are planned and arranged by the Library Extension Division and serve as a clearing house for library problems.

398 libraries were represented by 604 librarians, 197 directors, and 46 visitors, or total of 847.

Thirty-three certificates have been issued readers who have completed the reading of the adult reading courses issued by the Library Extension Division.

The library now has 36,179 volumes to which the residents of the state have free access. 6,422 volumes were added in the last two years.

The picture collection consists of nearly 12,000 pictures loaned for use in clubs, schools and general exhibits. The collection includes reproductions in color of every school of painting representing both the old masters and modern artists; photographs of all periods and schools of architecture; sculpture, good examples of etchings and engravings. Supplementing the art is a large collection of miscellaneous subjects for use in the study of history, geography, and English, and a complete set of the stereoscopic views put out by the Keystone View Company.

No count is made of the additions to the pamphlet and clipping material. The periodical section has been increased by the years' subscription of 59 magazines.



**CIRCULATION STATISTICS**  
**October 1, 1924—September 30, 1926**

	Requests	Volumes
Groups of residents .....	423	20,926
Public libraries .....	3,088	7,600
Schools .....	2,976	41,259
Study clubs .....	2,660	8,313
State house employees .....	7,121	13,335
Individuals .....	9,060	22,217
Pictures .....	433	11,593
Reference work .....	6,967	18,456
Total .....	32,728	143,699
Reference work counted twice .....	6,967	18,456
Grand Total .....	25,761	125,243

## STATE ARCHIVES DIVISION—BIENNIAL REPORT

October 1, 1924 to September 30, 1926

The Archives Division of the State Library was created by an act of the General Assembly of 1921 and organized in the following year. In 1923 the department moved into permanent quarters in the new Centennial Building, at which time archives from the Secretary of State's Office, comprising records of the Governor, Secretary of State and General Assembly dating from 1809 were transferred to its custody. In 1925 an amendment to the State Library law widened the scope of the work by permitting any state official, at his discretion and that of the State Librarian, to transfer any records of his office to the State Archives Division.

Increasing business and congested quarters make it more and more difficult for state officials to care properly for the current records of their departments, and practically impossible to care at all for the older and seldom used documents, which, however, because of their historical and legal value must be preserved and made available for use when needed. These records are apt to be buried beneath newer records, usually in out of the way store-rooms in the basement or attic of the State House, where they are subject to dirt, vermin, mildew and even to careless destruction as waste paper. Calls for such documents interrupt the routine of the office, as a clerk has to be detailed to hunt for them, often at a time when he can least be spared. The solution of this problem has been found by other states, foreign governments and large corporations to lie in the establishment of a central archives bureau which does nothing else but care for such records. Here records are filed and inventoried scientifically, needed repairs and binding are done, and persons wishing to consult them can be served quickly and easily. No records may be taken from the archives division without a requisition signed by the head of the department in which the record originated, who pledges himself to be responsible for its safe return to the files. By this method records which have been transferred to the Archives Division are as accessible to the official as though in his own department, yet he is safeguarded against improper use of them and their possible loss, while relieved of the burden of reference questions by outsiders. Photostats are supplied through the Secretary of State's office and certified copies through the usual channels.

The Archives Division works with two types of documents—certain more or less current records, and with historical manuscripts; with persons using the records for legal purposes—chiefly state officials and lawyers—and with persons using them for historical or genealogical research. Theoretically archives material consists only of records "dead" from an administrative point of view; practically, in a state as young as Illinois, there are few records which are not used occasionally by state officials in their current work. The term archives is therefore here taken to mean any records infrequently used, and each department head decides when and what records are to be transferred. Some records, as for instance, election returns, are brought over almost immediately after they are filed. Corporation reports, though fre-

quently referred to, are filed in the archives because of lack of room in the Corporation Department and of the time required for filing the new reports in with the old.

So far officials other than the Secretary of State have not transferred records or called upon the Archives Division for help as much as they might. This is due partly to the amount of work needed on the records now in the department, and partly to their misapprehension as to the scope of the work done here. Though a department under the Secretary of State, the Archives Division, like the other divisions of the State Library, was created to serve all state officials. Any state official may call upon the archivist for assistance in any of his record problems, whether they involve the transfer of records to the archives or merely some problem of filing, indexing, mending or binding.

The feature of the work which has attracted the widest attention is the crepelin process of mending manuscripts. The paper is covered on both sides with a transparent gauze which while protecting the document from further disintegration does not impair its legibility in the slightest degree. Paper so charred or water-soaked that they crumble at the touch can be restored by this method. A number of papers have been brought to this office for mending, and letters and visitors have come from several states inquiring about the method. Last year the State Waterway Division, sent one of its employees from Chicago to study this method as a preliminary to mending some of the old canal records in its office. Demonstrations have also been given before meetings of the State Historical Society and Lincoln Centennial Association. The following have been crepelinized and bound in the past two years:

Election returns, 1818-30. 10 Vol.

Governor's correspondence. 1809-47. 8 Vol.

State census returns. 1818-1820. 3 Vol.

State constitution. 1818. 1 Vol.

At present the election records and early house and senate bills are in process of mending.

All records are being indexed as rapidly as possible. At present the rapidly growing index of names and biographical data found in the records contains 70,000 cards, and eventually will contain every name found in the state records prior to 1847. In addition it has been found necessary to index all of the house and senate journals, previously unindexed, as a preliminary to the filing of the early legislative papers. As this series comprises the records of Lincoln's service in the General Assembly (1834-1841) this index and the renovation of the papers, now badly mildewed, will prove very useful. Indexing of the following records is now complete or in process:

Governor's correspondence. 1809-1830.

Election returns. 1818-1827.

State census returns. 1818-20.

House and senate journals. 1818-41.

Executive record. 1809-1870.

Land records of the Governor's office.

Territorial laws.

Miscellaneous records.

The Archives Division is co-operating with the State Historical Library and the Lincoln Centennial Association in their historical work. It is editing for the State Historical Collections published by the State Historical Library a volume of State Census Reports of 1818 and 1820. The State Historical Library is continuing its policy of publishing State Archives, in the past biennium having issued "Laws of the Northwest Territory, 1788-1800" and "George Rogers Clark Papers, 1781-1783." By arrangement with the Lincoln Centennial Association the State is receiving photostats of all the Lincoln material in the State and County archives. These photostats are at present on deposit with the State Historical Library in its Lincoln Collection.

The Auditor of Public Accounts has recently begun a very important piece of archives work in undertaking an index of the land records of his office. When finished the results will be entered in tract books and combined with the index of land records of the Governor's office in the Archives Division and an index to similar records in the old canal office at Lockport. When completed this index will be invaluable in clearing up land titles throughout the State.

A list of records in the Archives Division was appended to the biennial report for 1922-24. No important series has been transferred since that time, but papers bringing each series more nearly down to date have been added to the files. A more detailed account of the work of the State Archives Division, with a description and facsimiles of some of its valuable documents will be found in the 1925-26 Illinois Blue Book.



ILLINOIS PRINTING CO., DANVILLE, ILL.

1926

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**BIENNIAL REPORT**

**OF**

**Secretary of State**

**OF THE**

**State of Illinois**

---

**LOUIS L. EMMERSON, Secretary of State**



**Fiscal Years Beginning October 1, 1926, and Ending  
September 30, 1928**

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[Printed by authority of the State of Illinois.]

## LETTER OF TRANSMITTAL

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STATE OF ILLINOIS,  
OFFICE OF SECRETARY OF STATE,  
*Springfield, December 1, 1928.*

To His Excellency, HON. LEN SMALL,  
*Governor of Illinois.*

DEAR SIR: In compliance with Section 16 of Chapter 124, Hurd's 1927 Revised Statutes, and Section 21, of Article V, of the Constitution, I have the honor to submit herewith my biennial report as Secretary of State, including the reports of the various departments of the office, and the report of the Illinois State Library, including the Library Extension Division and the Archives Division. This report covers the biennial period from October 1, 1926 to September 30, 1928.

Very respectfully,

*Louis L. Emmerson*  
Secretary of State.

# SECRETARIES OF STATE

FROM 1818 TO 1926.

Name.	Date of commission or qualification.	From what county.	Remarks.
Elias Kent Kane, Dem.....	Oct. 6, 1818	Kaakaakia.....	Resigned Dec. 16, 1822.
Samuel D. Lockwood, Dem.....	Dec. 18, 1822	Madison.....	Resigned Apr. 2, 1823.
David Blackwell, Dem.....	Apr. 2, 1823	St. Clair.....	Resigned Oct. 15, 1824.
Morris Birkbeck, Dem.....	Oct. 15, 1824	Edwards.....	Resigned Jan. 15, 1825.
George Forquer, Dem.....	Jan. 15, 1825	Sangamon.....	Resigned Dec. 31, 1828.
Alexander P. Field, Dem.....	Jan. 30, 1829	Union.....	Removed Nov. 30, 1840.
Stephen A. Douglas, Dem.....	Nov. 30, 1840	Morgan.....	Resigned Feb. 27, 1841.
Lyman Trumbull, Dem.....	Mar. 1, 1841	St. Clair.....	Removed Mar. 4, 1843.
Thompson Campbell, Dem.....	Mar. 6, 1843	JoDavies.....	Resigned Dec. 23, 1846.
Horace S. Cooley, Dem.....	Dec. 23, 1846	Adams.....	Appointed by Governor French.
Horace S. Cooley, Dem.....	Jan. 8, 1849	Adams.....	Elected under Constitution of 1848. Died Apr. 2, 1850.
David I. Gregg, Dem.....	Apr. 2, 1850	Cook.....	
Alexander Starne, Dem.....	Jan. 10, 1853	Pike.....	
Osias M. Hatch, Rep.....	Jan. 12, 1857	Pike.....	
Osias M. Hatch, Rep.....	Jan. 14, 1861	Pike.....	
Sharon Tyndale, Rep.....	Jan. 16, 1865	St. Clair.....	
Edward Rummel, Rep.....	Jan. 11, 1869	Peoria.....	
George H. Harlow, Rep.....	Jan. 13, 1873	Tazewell.....	
George H. Harlow, Rep.....	Jan. 8, 1877	Tazewell.....	
Henry D. Dement, Rep.....	Jan. 17, 1881	Lee.....	
Henry D. Dement, Rep.....	Jan. 30, 1885	Lee.....	
Isaac N. Pearson, Rep.....	Jan. 14, 1889	McDonough.....	
Wm. H. Hinrichsen, Dem.....	Jan. 10, 1893	Morgan.....	
James A. Rose, Rep.....	Jan. 11, 1897	Pope.....	
James A. Rose, Rep.....	Jan. 14, 1901	Pope.....	
James A. Rose, Rep.....	Jan. 8, 1905	Pope.....	
James A. Rose, Rep.....	Jan. 15, 1906	Pope.....	Died May 23, 1912.
Cornelius J. Doyle, Rep.....	June 3, 1912	Greene.....	Appointed by Governor Deneen.
Harry Woods, Dem.....	Feb. 3, 1913	Cook.....	Died Oct. 12, 1914.
Lewis G. Stevenson, Dem.....	Oct. 12, 1914	McLean.....	Appointed by Governor Dunne.
Louis L. Emmerson, Rep.....	Jan. 8, 1917	Jefferson.....	
Louis L. Emmerson, Rep.....	Jan. 10, 1921	Jefferson.....	
Louis L. Emmerson, Rep.....	Jan. 12, 1924	Jefferson.....	



# REPORT OF SECRETARY OF STATE.

## State of Illinois

Springfield, October 1, 1928.

Biennial report of the office of Secretary of State for the period beginning October 1, 1926, and ending September 30, 1928.

Fees collected by Louis L. Emmerson, Secretary of State, from October 1, 1926, to and including September 30, 1928:

Collections Foreign Corporation Department.....	\$ 2,924,650.09
Collections Domestic Corporation Department.....	5,139,046.51
Collections Executive Department.....	62,743.69
Collections Index Department.....	1,188.00
Collections Securities Department.....	270,334.59
Collections Miscellaneous.....	4,359.51
Total collection for miscellaneous fees.....	\$ 8,402,372.39
Total amount refunded on account of overpayment of fees, dishonored checks, protest and enjoined fees.....	835,343.26
Net balance of miscellaneous fees collected by Louis L. Emmerson, Secretary of State and turned into State Treasury by him for credit to the general fund.....	\$ 7,567,029.13

### MOTOR VEHICLE FEES ACCOUNT.

Collections Automobile Department for motor vehicle, chauffeur licenses, etc. (Springfield Office).....	\$29,976,208.22
Collections Chauffeur licenses (Chicago Office).....	390,464.00
Total collections, motor vehicle, chauffeur licenses, etc.....	\$30,366,672.22
Total amount refunded on account of overpayment of fees, dishonored checks, etc.....	45,505.54
Net balance of motor vehicle and chauffeur license fees turned into State Treasury by Louis L. Emmerson, Secretary of State.....	\$30,321,166.68
Protested and enjoined fees.....	\$ 74,230.86
Net amount of fees collected and turned into State Treasury by Louis L. Emmerson, Secretary of State, as follows:	
To general fund.....	7,567,029.13
To road fund.....	30,321,166.68
Total.....	\$37,888,195.81

Year.	Fees.	Auto.	Trucks.	Motor-cycle.	Chauffeur.	Dealer.	Tractor.	Trailer.
1911.....	\$ 105,344 28	28,269		4,346				
1912.....	375,716 22	68,013		9,238	8,183	874		
1913.....	507,134 77	94,046		12,183	12,183	1,041		
1914.....	703,403 70	131,140		14,843	17,827	1,168		
1915.....	924,906 74	180,832		15,710	23,996	1,458		
1916.....	1,243,509 38	243,420		14,931	33,032	3,271		
1917.....	1,587,772 69	340,302		13,740	43,679	3,745		
1918.....	2,763,547 33	389,701		10,834	45,696	3,548		
1919.....	3,262,176 57	478,438		10,320	53,123	4,980		
1920.....	5,893,396 02	803,763	64,987	10,567	95,346	6,382	310	
1921.....	6,776,781 17	953,441	79,907	8,935	99,236	7,041	134	
1922.....	7,861,311 21	983,350	99,734	7,871	94,789	4,214	183	
1923.....	9,430,367 77	947,008	123,067	7,612	93,871	4,510	106	
1924.....	11,513,967 06	981,350	141,706	8,373	90,034	4,488		3,044
1925.....	12,036,823 13	1,101,943	161,324	6,803	99,372	4,557		3,777
1926.....	14,047,207 86	1,195,014	175,460	6,164	102,840	4,083		3,350
1927.....	14,830,593 39	1,254,421	184,564	8,135	100,396	4,394		3,480
1928 to Sept. 30.	15,309,406 76	1,263,310	180,113	8,680	88,237	4,310		3,600

# **APPROPRIATION ACCOUNTS.**

## **Biennial Report of Appropriation Accounts**

### **Office of the Secretary of State**

and

### **State Library**

**October 1, 1926 to September 1, 1928**

	Balance Oct. 1, 1926.	Appropriated by 55th General Assembly.	Used from contingent fund.	Lapsed Oct. 1, 1927.	Expended Oct. 1, 1926, to Oct. 1, 1928.	Balance Oct. 1, 1928.
<b>OFFICE EXPENSES.</b>						
Postage.....	\$148,470 10	\$303,540 00	-----	\$330 31	\$315,412 34	\$135,067 55
Freight, express and drayage.....	2,077 12	10,000 00	-----	-----	7,929 17	4,147 95
Telephone and tele- graph.....	573 98	3,800 00	-----	-----	3,947 51	125 47
Office supplies.....	704 89	1,700 00	\$ 483 85	-----	2,104 15	784 14
Premiums.....	2,301 57	2,000 00	1,060 70	-----	4,385 27	1,006 00
Rent; Chicago office.....	4,750 00	11,000 00	-----	-----	11,649 97	4,100 03
Light; Chicago office.....	141 39	400 00	-----	183 44	119 36	286 69
Telephone and tele- graph; Chicago office.....	438 21	1,000 00	-----	-----	967 34	471 07
Supplies; Chicago office.....	795 30	1,000 00	-----	485 70	506 70	801 90
Total.....	\$100,151 45	\$332,940 00	\$1,543 30	\$950 45	\$340,901 61	\$148,792 70
<b>REPAIRS AND EQUIP- MENT.</b>						
Machinery repairs.....	\$ 4,080 99	\$ 7,000 00	-----	-----	\$ 6,704 67	\$ 4,376 32
Elevator repairs.....	3,305 55	3,000 00	-----	-----	2,367 51	2,839 45
Plumbing and heating repairs.....	5,108 04	5,000 00	-----	-----	5,894 92	5,206 12
Awnings, curtains and screens.....	270 25	800 00	-----	-----	442 25	428 00
Building and roof re- pairs.....	15,378 98	30,000 00	\$ 110 95	\$255 12	26,643 16	18,592 65
Flags.....	550 95	1,000 00	-----	-----	1,115 30	435 65
Truck and auto repairs.....	800 67	3,000 00	2,125 12	-----	4,886 65	87 15
Typewriters.....	480 47	5,000 00	-----	-----	1,477 78	4,002 69
Office furniture.....	583 77	1,500 00	103 23	-----	915 90	1,265 60
Office equipment.....	454 41	3,000 00	1,566 09	-----	3,330 98	1,719 43
Books and periodicals.....	129 53	1,500 00	599 20	29 55	2,041 26	168 34
Furniture; Chicago office.....	390 50	300 00	-----	-----	530 10	80 40
Greenhouse supplies.....	3,306 29	2,500 00	-----	5 30	3,041 55	1,769 54
Electrical equipment.....	4,483 18	6,000 00	-----	-----	5,287 57	5,145 31
Hardware and building material.....	77 35	2,000 00	-----	-----	1,085 79	1,011 56
Fire and safety equip- ment.....	373 50	700 00	-----	35 50	808 50	127 50
Addressograph depart- ment equipment.....	354 84	3,000 00	-----	-----	583 76	3,401 08
Photostat equipment.....	3,192 23	2,000 00	63 80	-----	4,709 55	544 88
Renewing boiler tubes.....	4,457 00	15,000 00	-----	-----	19,544 38	112 62
Total.....	\$44,394 22	\$83,100 00	\$4,658 90	\$326 37	\$91,465 97	\$50,370 54

## APPROPRIATION ACCOUNTS—Continued.

	Balance Oct. 1, 1926.	Appropriated by 55th General Assembly.	Used from contin- gent fund.	Lapsed Oct. 1, 1927.	Expended Oct. 1, 1926, to Oct. 1, 1928.	Balance Oct. 1, 1928.
<b>OPERATING SUPPLIES AND EXPENSES.</b>						
Fuel; power plant.....	\$ 31,116 51	\$ 50,000 00	\$3,000 00		\$ 61,013 55	\$ 23,102 86
Oil, waste, boiler com- pound and gasoline.....	2,572 36	5,000 00			4,025 86	3,546 50
Power plant supplies.....	619 87	1,500 00		121 53	1,971 83	26 51
Water.....	1,818 91	5,400 00			5,450 11	1,768 80
Ice.....	348 51	2,000 00		18 20	2,013 58	1,316 73
Janitor supplies.....	2,834 99	8,400 00	88 50		7,264 20	4,059 29
Laundry.....	1,614 40	5,600 00			5,280 18	1,934 22
Gas.....	228 96	600 00		39 77	545 45	243 74
Elevator and boiler in- surance.....	144 46	2,000 00		61 87	1,564 95	417 64
Auto dept. supplies.....	253,558 51	508,240 00			400,806 69	361,191 82
Court reports.....	8,685 00	22,000 00		2,551 95	16,519 15	11,613 90
Total.....	\$303,542 48	\$611,740 00	\$3,088 50	\$2,793 32	\$506,355 65	\$409,223 01
<b>SALARIES AND WAGES.</b>						
Salaries and wages.....	\$457,025 69	\$1,086,740 00		\$40,017 92	\$1,078,063 20	\$425,654 57
Extra help; office.....	34,827 50		\$7,412 33	9,336 01	32,903 82	
Extra help; plant.....	1,891 71	2,400 00		1,300 04	2,971 97	19 70
Total.....	\$493,744 90	\$1,089,140 00	\$7,412 33	\$50,653 97	\$1,113,968 99	\$425,674 27
<b>MISCELLANEOUS.</b>						
Editing blue book.....		\$ 4,000 00			\$ 4,000 00	
Traveling expenses.....	\$20,984 57	75,000 00		\$ 5 82	57,693 26	\$38,285 49
Telephone exchange.....	19,195 35	45,000 00		728 09	45,133 26	18,337 00
Corporation refunds.....	2,000 00	2,000 00		2,000 00		2,000 00
Publishing notices of Amendment to Con- stitution.....	9,014 40				9,014 40	
Printing and distribu- tion of Court of Claims Opinions.....		5,000 00			1,860 00	\$ 3,550 00
State Capitol Building restaurant.....		25,000 00				25,000 00
Total.....	\$51,194 32	\$159,000 00		\$2,730 91	\$180,190 92	\$87,272 49
Contingencies.....	\$8,626 71	\$15,000 00		\$618 07	\$16,622 06	\$6,385 58
<b>SUMMARY.</b>						
Office expenses.....	\$160,151 45	\$322,940 00	\$1,553 30	\$ 950 45	\$ 346,901 61	\$ 146,792 70
Repairs and equipment.....	44,394 38	93,100 00	4,568 90	329 37	91,465 97	50,370 94
Operating supplies and expenses.....	303,542 48	611,740 00	3,068 50	2,793 32	506,355 65	409,223 01
Salaries and wages.....	493,744 90	1,089,140 00	7,412 33	50,653 97	1,113,968 99	425,674 27
Miscellaneous.....	51,194 32	159,000 00		2,730 91	120,190 92	87,372 49
Total.....	\$1,053,027 54	\$2,285,920 00	\$16,622 03	\$57,455 02	\$2,178,968 14	\$1,119,223 41
Contingencies.....	\$8,626 71	\$15,000 00		\$618 07	\$16,622 06	\$6,385 58
Total, office of Sec- retary of State.....	\$1,061,654 25	\$2,300,920 00	\$16,622 03	\$58,073 09	\$2,195,506 30	\$1,125,617 99
<b>GENERAL LIBRARY DIVISION.</b>						
Salaries and wages.....	\$32,952 50	\$63,000 00		\$4,647 50	\$32,395 50	\$38,905 50
Extra help.....	299 05	1,500 00		35	1,406 40	290 30
Office expenses.....	653 45	2,500 00		68	2,409 35	773 42
Repairs and equipment.....	2,195 38	2,000 00		1 04	2,348 74	845 50
Traveling expenses.....	309 71	750 00		04	849 82	200 55
Books, magazines and periodicals.....	5,886 70	15,000 00		28	15,847 38	6,311 08
Total.....	\$42,996 69	\$115,750 00		\$4,649 87	\$106,962 17	\$47,436 65

## APPROPRIATION ACCOUNTS—Concluded.

	Balance Oct. 1, 1926.	Appropriated by 55th General Assembly.	Used from contingent fund.	Lapsed Oct. 1, 1927.	Expended Oct. 1, 1926, to Oct. 1, 1928.	Balance Oct. 1, 1928.
<b>LIBRARY EXTENSION DIVISION.</b>						
Extra help.....	\$ 415 00	\$ 1,000 00	-----	-----	\$ 890 25	\$ 524 75
Office expenses.....	2,065 86	3,400 00	-----	-----	4,764 54	701 32
Repairs and equipment	1,310 98	2,500 00	-----	-----	2,892 17	1,018 81
Traveling expenses.....	2,134 20	3,500 00	-----	-----	4,158 23	1,475 97
Books, magazines and periodicals.....	5,070 81	14,000 00	-----	03	12,167 26	5,903 53
Total.....	\$11,096 85	\$24,400 00	-----	03	\$24,872 45	\$10,624 27
<b>ARCHIVES DIVISION.</b>						
Extra help.....	\$ 444 48	\$ 600 00	-----	\$ 48	\$ 655 40	\$ 388 60
Office expenses.....	1,062 82	1,800 00	-----	41 55	1,798 30	1,022 97
Repairs and equipment	2,927 80	4,000 00	-----	9 22	3,269 28	3,649 30
Traveling expenses.....	507 01	700 00	-----	165 72	684 91	455 38
Total.....	\$5,042 11	\$7,100 00	-----	\$216 97	\$6,407 89	\$5,517 35
Total, libraries.....	\$58,437 65	\$147,250 00	-----	\$4,866 87	\$137,242 51	\$63,578 27
<b>RECAPITULATION.</b>						
Office, Secretary of State	\$1,061,654 25	\$2,300,920 00	\$16,623 03	\$58,071 00	\$2,195,506 20	\$1,125,617 99
Libraries.....	58,437 65	147,250 00	-----	4,866 87	137,242 51	63,578 27
Grand total.....	\$1,120,091 90	\$2,448,170 00	\$16,623 03	\$62,937 87	\$2,332,748 71	\$1,189,196 26

## SUPPLY DEPARTMENT STATEMENT.

During the period between October 1, 1926, and September 30, 1928, there was issued to the various Departments of the State Government, supplies as follows:

Names of the Departments.	Amount.
Governor .....	\$ 323.36
Lieutenant Governor .....	3.91
Secretary of State.....	6,669.15
State Treasurer .....	657.52
State Auditor .....	1,590.54
Attorney General .....	723.27
Superintendent of Public Instruction.....	931.09
Supreme Court .....	288.71
Adjutant General .....	3,981.40
Agriculture .....	2,587.62
Appellate Court—First District.....	91.85
Appellate Court—Second District.....	74.11
Appellate Court—Third District.....	27.66
Appellate Court—Fourth District.....	23.11
Civil Service.....	346.44
Farmers Institute.....	248.05
Finance Department.....	752.17
Department of Labor.....	2,679.19
Legislative Reference Bureau.....	236.10
Historical Library .....	176.34
State Library .....	843.98
Public Welfare .....	3,338.55
Public Health .....	3,240.68
Public Works and Buildings.....	7,227.59
Registration and Education.....	2,837.64
Trade and Commerce.....	4,285.98
Fifty-fifth General Assembly.....	1,031.26
Purchases and Construction.....	4,895.42
Mines and Minerals.....	426.14
Conservation .....	556.49
<b>Total .....</b>	<b>\$51,094.82</b>
<b>Stock received during two years.....</b>	<b>51,802.89</b>

## SHIPPING DEPARTMENT.

	Copies Received.	Copies Disbursed.
Report of State officers, boards, commissions, institutions, etc., printed and bound.....	23,665,934	
Reports distributed to members of the General Assembly .....		6,100
Reports and pamphlets distributed.....		23,565,934
Election Registers.....		18,000
Senate Bills, amendments, etc., 55th General Assembly	199,550	9,475
House Bills, amendments, etc., 55th General Assembly..	246,350	12,320
House and Senate Journals.....	13,200	13,200
Supreme Court Reports.....	2,655	2,655
Appellate Court Reports.....	2,124	2,124
Printed envelopes.....	7,872,223	
Letterheads .....	1,874,950	
Session Laws .....	17,500	
Special Session Laws.....	6,000	
Blue Books .....	25,000	

### 1927

	Number Received.	Number Disbursed.
Auto plates .....	1,255,000	1,254,421
Dealers' plates .....	5,000	4,594
Truck plates .....	190,000	184,564
Trailer .....	3,500	3,489

### 1928

Auto plates .....	1,315,000	1,303,556
Dealers' plates .....	5,000	4,542
Truck plates .....	195,000	188,322
Trailers .....	4,000	3,729

# ILLINOIS STATE LIBRARY.

## General Library Division

### Biennial Report

October 1, 1926—September 30, 1928

The collection of books in the General Library Division, as shown by the accession record on September 30, 1928, numbers 101,765 bound volumes. The collection of unbound material, conservatively estimated, contains 64,663 pamphlets. Additions during the biennium ending September 30, 1928 were acquired as follows:

#### BOOKS.

Purchased .....	3,820
Added by gift .....	502
Replacements .....	8
Magazines bound .....	900
Newspapers bound .....	79
Government documents bound .....	225
Illinois publications .....	220
Publications of other states, exchange .....	580
United States documents on deposit .....	351

Bound volumes added October 1, 1926—September 30,  
1928—Total ..... 6,685

#### PAMPHLETS.

Miscellaneous sources .....	65
United States Government publications .....	4,678
State Government publications, exchange .....	3,066

Pamphlets added October 1, 1926—September 30, 1928  
Total ..... 7,809

During the biennium 605 volumes were rebound to prolong their usefulness, and 23 worn out volumes were withdrawn.

The current magazine files in the Reading Room contain 484 periodicals on many different subjects, 331 of these purchased, 84 donated and 69 supplied by the United States Government. As the majority of these magazines have permanent value as reference material, practically all titles which appear in such indexes as the Readers Guide to Periodical Literature, the Agricultural Index, the Industrial Arts Index, the International Index and the Public Affairs Information Service, are bound for the library book collection as soon as volumes of the periodicals are completed.

Current magazines can be borrowed by State employes for home use during the hours the library is closed. Hours the library is open during the day are the same as those of other State departments.

There are 19 newspapers on file in the Reading Room, two of these donated. The New York Times, which issues a quarterly alphabetic

index providing a guide to dates of current events, and the United States Daily which issues a weekly and annual index, are bound for reference use. As the State Historical Library binds currently all newspapers of special Illinois interest, and as shelving space is limited, newspaper files in the General Division are retained for only a short time.

Illinois State publications are sent out by the State Library in return for publications of other states received on exchange, the supply for that purpose being allotted under provisions of the State Contracts Law of 1915 relating to distribution of State documents. At convenient intervals during this biennium eight shipments were made, in which a total of 43 bound volumes and 145 pamphlets were sent to libraries on the exchange list. That list includes the official state libraries of all other states, some libraries in state universities outside of state capitals, and a few large public libraries maintaining special document collections. Several Illinois State periodicals have been mailed to exchange libraries regularly each month as issued.

An increased number of requests for help in completing files of Illinois documents reached the library this biennium, particularly for out of print items. It has been possible to supply from the duplicate Illinois files 152 books and 861 pamphlets in answer to 204 such requests.

Court reports received as exchanges from other states are turned over to the Supreme Court Library of Illinois, in accordance with a policy dating back to 1842. During the last two years 216 volumes of court reports have been so transferred.

Material classified and cataloged during the biennium is shown as follows:

General works (Encyclopedias, indexes, magazines, etc.) .....	2,194	
Philosophy .....	202	
Religion .....	156	
Sociology, Political Science, Economics .....	1,925	
Philology .....	60	
Natural Science .....	293	
Useful Arts .....	763	
Fine Arts .....	295	
Literature .....	416	
History, Travel, Biography .....	1,172	
Fiction .....	25	
Juveniles .....	38	
		<hr/>
United States Government publications .....	3,520	7,539
Illinois State Publications .....	768	
Other State Publications .....	520	
		<hr/>
		4,808
The Congressional series of United States Government publications, marked with serial number, shelf list records made, government indexes checked, and volumes arranged on shelves by serial number .....	4,282	
		<hr/>
		16,629



It should be mentioned here that the reorganization of the book collection in accordance with modern library methods, begun intensively in 1914, is not yet completed, but that progress has been made this year in classifying, shelf listing and recataloging old material in addition to keeping up with the current additions. The Dewey Decimal system of classification is used, and Library of Congress printed cards are obtained whenever possible.

Checking of serials for the Union List of Serials, mentioned in the last biennial report, was completed during this biennium. This monumental work, now printed and in the Library, shows in which of the larger libraries of this country complete and incomplete files of about 7,500 different periodicals may be found. Aside from the economic and publicity value of the inclusion of the holdings of the Illinois State Library in this List, an interesting result has been that letters are frequently received from other libraries offering to supply from their duplicate files magazines which are noted as missing in State Library files, this usually at the cost of transportation only.

At the Reference Desk 4,240 letters were given attention, and 6,428 reference questions investigated. Letters within the scope of work of other departments have been referred, 143 to the Library Extension Division, 100 to the State Historical Library and 10 to various other departments. Twenty-nine bibliographies have been compiled. While no attempt has been made this biennium to count the frequent requests for information which are answered by telephone, nor to estimate use of the encyclopedias, indexes and other works filed in the Reference Room, the numbers of books which are taken from these shelves for consultation, and the numbers which are on the tables at the close of each day, indicate an encouraging increase in this service.

The State Library has always served as the official reference library for State officials and employes, and special attention has been given to building up the book collection on subjects of particular interest to any department of State service. Mention of some of these subjects was made in a brief article on the State Library in the 1927-1928 Blue Book. It is sufficient here to say that they range thru the alphabet from Accounting, Agriculture, Architecture, Commerce, Criminology, Education, Finance, Government, Labor, Political Science, Public Health, Public Utilities, Social Welfare Work, Taxation, Vocational Guidance, on down to Zoology. There is also a good collection of general histories and travel showing economic and social conditions in the United States and elsewhere, biographies of those prominent in public affairs, standard English and American literature and of course, the essential general reference works. Every attempt is made to purchase for research departments of the State books which are needed for their technical work. Such bibliographies as those in the Welfare Magazine of Illinois are also regularly checked so that the Library may be prepared to supply books recommended therein.

Books of this kind have never been, nor are they now, low priced. An indication of the expense attached to keeping a reference collection of this kind up to date is given by noting the fact that prices of books

bought in the General Library the last two years averaged \$3.25 per volume, considerably above the usual average of public library books.

In order, therefore, to give the greatest usefulness to the collection, it has been the policy of the library, wherever it does not interfere with service to State departments, to allow libraries in Illinois to borrow for a limited time under the usual inter-library loan rules, books it may not be feasible for them to buy, and to grant this privilege also where practicable to persons in places without local library service. The recent decrease in parcels post rates on such library loans helps considerably in this effort to fully utilize State Library books and to equalize book opportunities for citizens in all parts of Illinois.

Loan Desk records show a circulation total of 38,432, quite an increase over last biennium. Of these, 24,617 volumes were issued in response to direct application at the Loan Desk, 2,425 volumes were borrowed by the Library Extension Division, and 11,390 volumes were mailed, in answer to requests by letter, to 110 libraries, 14 colleges, 89 schools and 2,165 individuals in 529 different towns and villages in 101 counties in Illinois. Fourteen books were sent as special inter-library loans to five institutions outside the State.

The shelving in the main floor bookstack, on the Reading Room level, had become so crowded that it became necessary this year to remove the less used bound magazine files to the lower stacks, and to rearrange the material on the lower bookstack levels to make room for these extensive files. Unbound files of newspapers were discarded. The Congressional set of United States documents was rearranged and consolidated so as to leave room for accessions of only the next few years. Unclassified serials, checked for the Union List, were combined into one compact file. The collection of about 6,000 volumes transferred to the Library by the State Museum Directors about ten years ago, was sorted and arranged in order, during which process it appeared clearly that practically four-fifths of the State and United States government publications contained therein are duplicates of those already in the State Library, and it is necessary therefore to return to the Superintendent of Documents in Washington almost all except those documents whose special value warrants the retention of the second copy. Much time has been consumed in these changes, and the relief is quite temporary. A few bookstacks have been added in the only available floor space in the lower stacks, but the need for more adequate bookstacks, with sufficient space for a normal library growth of at least ten years, is imperative.

The General Library Division has had representation at the conferences of the American Library Association, the National Association of State Libraries, the Special Libraries Association, the Illinois Art Extension Committee, and the Illinois Library Association; the Superintendent of the General Library Division serving as president of the last named association from October 1925 to October 1927 and as council member in the American Library Association for the same period.

Cooperation with the Illinois Public Welfare Conference was also effected by providing a reference collection of books on subjects covered

by the welfare study courses given at Joliet, October 17-18, 1927, and at Quincy, September 24-25, 1928, with the General Library Division Reference Librarian in attendance for reference service.

It is impossible to close this report without expressing the appreciation of the library staff and superintendent for the sympathetic interest in the work of the Library given by the Secretary of State as State Librarian, and for the support and encouragement which has made possible a steady development of State Library equipment and service.

## LIBRARY EXTENSION DIVISION—BIENNIAL REPORT.

**October 1, 1926 to September 30, 1928**

During the two years eighteen new public libraries have been formed; two township, five city and eleven village libraries. With these additions the number of public tax support and endowed libraries totals two hundred sixty-three. Stockton, Jo Daviess County voted a one mill township tax and Deerfield, Lake County, voted a 9/10 mill assessed on full property valuation; Batavia, Kane County and Lawrence Township, Lawrence County held elections to increase the library tax to the maximum rate of one and eight-tenths mills, and Malta Township, DeKalb County voted to increase the library tax from two-tenths of a mill to six-tenths of a mill. The following cities passed ordinances establishing libraries, Amboy, Lee County; Carlinville, Macoupin County; Highland, Madison County; Prophetstown, Whiteside County; West Frankfort, Franklin County. All except Carlinville voted the maximum tax.

The village libraries are at Arlington Heights, Bellwood, Homewood and Riverside, Cook County; Chenoa and Gridley, McLean County; Antioch, Lake County; Lombard, DuPage County; Moweaqua, Shelby County; Princeville, Peoria County; Tremont, Tazewell County. All village libraries voted the maximum tax of 1.8 mills.

### SUMMARIES OF STATISTICS OF PUBLIC LIBRARIES IN ILLINOIS FOR 1927.

	1927.
Total number of libraries.....	260
Number of tax supported libraries.....	253
Number of endowed libraries with no tax.....	10
Number of libraries reporting.....	244
Receipts—	
Total tax receipts.....	\$3,155,765.00
Interest on endowment and gifts.....	349,825.11
Total income.....	3,911,787.14
Expenditures—	
Salaries—Librarians.....	235,700.35
Assistants.....	1,389,634.82
Total, exclusive of janitor service.....	1,625,335.17
Books.....	579,556.66
Periodicals.....	48,504.28
Binding.....	146,922.94
Operating—	
Equipment, heat, light, etc.....	802,061.28
Janitor service.....	248,921.16
Total expenditures.....	3,451,302.49
Expenditures per capita for libraries reporting.....	.68
Expenditures per capita for state.....	.48
Number of volumes in libraries.....	4,384,382
Number of card holders.....	1,297,551
Total annual circulation.....	22,816,641
Population of the state.....	7,208,000
Population having access to libraries.....	5,090,591
Population of towns reporting.....	5,073,944
Per cent of population that are card holders.....	18%
Circulation per card holder.....	17.6 vol.
Circulation per capita of towns reporting.....	4.5 vol.
Circulation per capita of state.....	3.2 vol.
Circulation per volumes in library.....	5.2 times

## PERCENTAGE OF LIBRARY EXPENDITURES.

Salaries .....	47.1%
Books .....	16.8
Periodicals .....	1.6
Binding .....	4.2
Operating—	
Janitor service .....	7.2
Equipment .....	23.2
Total .....	100

These figures include public library but not the reference libraries of Chicago.  
 \* U. S. Census estimate for 1926.

Four public libraries have new library buildings, five purchased buildings which have been successfully remodeled and two made extensive additions to their present buildings. Chicago has two new branch library buildings. The total cost of these buildings approximates \$767,300.

Gifts and bequests to the amount of \$973,010 have been made to public libraries of the State and \$1,815,000 to school and university libraries. One million three hundred and eighty-five dollars of this was from the Carnegie foundation for an advanced graduate school in librarianship at the University of Chicago.

Under the direction of the field visitor of the Library Extension Division, new tax supported libraries at Dwight, Princeville, Roodhouse, Plainfield and Western Springs were organized. Older established libraries in Albion, Arcola, Arlington Heights, Barrington, Fairbury, Fairfield, Lake Bluff, Lexington and Winchester were reorganized. Association libraries at Kirkland and Piper City and the high school libraries of Newton, Princeton, Riverside and Yates City received help. In all places after undesirable and worn out books were withdrawn, the collection was classified by the Dewey Decimal scheme accessoried and shelf-listed.

The superintendent has made 31 public addresses and 219 advisory visits to libraries, going over library problems with the librarians and counseling with the library directors as to improvements and progress.

Regional conferences were held. The increase in the attendance demonstrates the growing importance of these meetings. Seventy-three more libraries were represented than in the two previous years, and four hundred and twenty-four more people were in attendance. One hundred and seventy-seven of this increase came from the trustees. A summary of the attendance at the twenty-six conferences follows:

	1927.	1928.	Total.
Libraries represented .....	224	247	471
Librarians .....	340	416	756
Directors .....	180	244	424
Visitors .....	79	63	141
Total .....	549	722	1,271
Total for 1925-26 .....			847
Increase .....			424

Twenty-eight certificates have been granted to readers who have completed the adult reading courses issued by the Library Extension Division and those published by the American Library Association.

The library now has 45,735 volumes to which residents of the State have free access. Five thousand and seventy-two volumes were added in the last two years. Cost of books has advanced until the present average cost per book is \$2.00.

The picture collection consists of nearly 13,587 pictures loaned for use in clubs, schools and general exhibits. The collection includes reproductions in color of every school of painting representing both the old masters and modern artists; photographs of all periods and schools of architecture; sculpture, good examples of etchings and engravings. Supplementing the art is a large collection of miscellaneous subjects for use in the study of history, geography, and English, and a complete set of the stereoscopic views put out by the Keystone View Company.

No count is made of the additions to the pamphlet and clipping materials. The periodical section has been increased by the years' subscription of 61 magazines.

#### CIRCULATION STATISTICS.

October 1, 1926—September 30, 1928.

	Bequests.	Volumes.
Group of residents.....	276	17,252
Public libraries.....	5,530	14,112
Schools.....	2,286	46,923
Study clubs.....	2,063	7,275
Individuals.....	18,525	43,263
Pictures.....	661	13,953
Reference work.....	7,469	20,872
<b>Total.....</b>	<b>36,815</b>	<b>163,650</b>
Reference work counted twice.....	7,469	20,872
<b>Grand Total.....</b>	<b>29,346</b>	<b>142,778</b>

Compared with the preceding biennial report, notable progress is evidenced by the increase of 3,585 in the number of requests and 17,535 in the number of volumes loaned.

A complete report of the work of the Division, including full statistics of libraries, of the State, has been published separately. This biennial report covers the period from January 1, 1926, to December 31, 1927.

## STATE ARCHIVES DIVISION—BIENNIAL REPORT.

October 1, 1926 to September 30, 1928

The Archives Division of the State Library has devoted itself for the past biennium to routine work the more spectacular organization work of the department having been completed. This report therefore is a summary of the work accomplished to date with a statement of the purpose and functions of the office and a sketch of the plans for its future development.

In 1921 the General Assembly passed an act to reorganize the State Library and created an archives department as one of its three divisions. This was a recognition of the necessity for a more scientific care for the State's business archives, the tremendous growth in bulk of which was making their proper care impossible by the individual departments of the State House. The purpose of this archives division is to act as a central filing bureau for such State records as are not in everyday use in the various departments, a place where the records can be found expeditiously when needed and where they will receive scientific care looking towards their preservation for future use. In actual practice much of the work of the department has been concerned and will be for some time to come, with repairs necessitated by improper storage conditions of the past. The inclusion of such a division in the State Library insures service to all departments of the State government in the same professional and non-partisan spirit characterizing that institution.

A Superintendent of Archives was appointed in 1922 and the next year the first records were moved into the new Centennial Building. Since the Secretary of State who is also State Librarian was the legal custodian of the archives of the Governor, General Assembly and Secretary of State, and since these records are the most valuable of the State's archives they were the ones on which work was started. In 1925 a supplemental act permitted any State official to transfer any record to the Archives Division at his discretion.

The collection, classification and repairing of these archives was a tedious and dirty work. The earliest original record in the Governor's archives is dated 1801 but the official file begins in 1809 when Illinois became a separate territory. There has always been a tradition of pride in the care of records by the Secretaries of State, so the Illinois records have no important gaps and were found in fair order, but cramped quarters had shoved most of them out of the Secretary of State's vaults and scattered them into hot attic and damp basement storerooms where dirt and mildew had ruined many of them. The files were inventoried, brought to the Archives and sorted without interruption to their con-

stant use meanwhile. All are now permanently filed, but it will take years to undo the damage done to them by that unfortunate storage.

The work of the department falls naturally into two divisions work with records of historical interest and that with records being made today. The archives of historical value are being indexed, repaired with crepelin and bound. The bulk of this work remains to be done though considerable progress has been made in the case of "Executive Records" (i. e., the Governors' diary), land records, election returns and legislative journals. These papers are being indexed to show not only what material is to be found and where, but also to bring out all biographical data concerning pioneers. This checklist of manuscript material will dovetail with the checklist of official printed material to be found in the State Historical Library. The legislative records for 1834-1841, the period of Lincoln's service as representative are being indexed in unusual detail.

The organization for caring for the records of the present day is similar to that of the filing department of any large business corporation. At the end of each year the various department heads transfer to the Archives Division such records as they see fit, usually retaining in their own office only records of one or two years back, while other records, such as election returns, are transferred as soon as the file marks have been placed on them. The largest single piece of work in this field was the reorganization of the annual reports of corporations into one file in place of the old method of keeping all reports of one year together. Between thirty and forty thousand new reports are filed each year. Since the Archives Division has undertaken the care of the records of the Secretary of State's office questions that formerly took hours of search to answer can now be answered in a few moments.

Another function of the Archives Division is to be responsible for the proper preservation of records for the future. This involves co-operation with officers in procuring permanent papers and inks and in the selection of adequate and suitable filing systems. It also involves seeing to it that records which should be preserved get into the files. Many commission and legislative reports are printed and distributed but not filed officially. These must be watched for and obtained from members of the commission or committee if they cannot otherwise be had. Carbon copies need to be made on permanent paper. Again, the growing habit of making important official decisions by word of mouth or in private correspondence necessitates the keeping of accurate memoranda and this should be called to the attention of officials. The substitution of card indexes for records in ledgers (as in the case of the Notary Public records) while adding efficiency in use brings up the problem of guarding against tampering. As a corollary to the preservation of all records needed comes that of destruction of records. Because of their sheer bulk it is obvious that all records cannot be preserved, and while this is an unsolved problem under constant discussion by archivists, it is possible for a trained archivist to guard against some of the unwise decisions made in the past along that line.



Thus far the State Archives Division has found time to do nothing for the preservation of county archives. The State Historical Library made a survey of extant county archives in 1915 which showed vividly the need for official supervision to insure safer vaults and more intelligent care. The increasing poverty of the counties today makes such supervision both more necessary and more welcome. In 1927 the board of supervisors of Fayette County invited the Superintendent of Archives to advise with them on the subject. Such records as could properly be taken from the county were brought to Springfield and several volumes of early marriage records were loaned to the Archives Division for making photostatic copies. It is obvious, however, that the problem of county records cannot be solved by a transfer of records to Springfield since the records of most interest historically are usually the very records which are in active use by lawyers and title abstract companies in the counties themselves. In several eastern states the original records are brought to the State Capitol and local officials are supplied with certified photostatic copies. This would be impracticable in Illinois for it would not reduce the storage space needed in the court houses and it would impose a prohibitive burden on the State to supply storage and photostatic facilities for 102 counties. Probably the best solution here would be the appointment of a field representative to cooperate with county officials in planning local storage facilities and to make transcripts of such records, especially as to vital statistics, as would be of historical value to the State as a whole.

The most urgent problem before the State Archives Division at present is that of obtaining more vault space to care for records awaiting transfer from many State departments. In 1913 the Governor employed an expert to advise as to archives equipment for the proposed Centennial Building. He reported an immediate need of 10,000 cubic feet of vault storage. When the building was erected, however, only 3,000 cubic feet was assigned to the Archives Division, and that unsuitable for its purposes. Meantime the State's business has multiplied tremendously of late years so it is impossible for the Archives Division to be as efficient as it should be on a third of the space recognized as required fifteen years ago. It is hoped that this will be remedied when an addition to the Centennial Building is erected.



JOURNAL PRINTING CO.  
SPRINGFIELD, ILLINOIS

1928

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**REPORT ON OFFICE AND STORAGE SPACE**

**for the**

**ARCHIVES DIVISION, ILLINOIS STATE LIBRARY**

Feb. 25, 1929.

The Archives Division is at present located at the west end of the second floor of the Centennial Building. Its quarters include an office, a workroom one corner of which is partitioned off for a "vault," a stackroom (the fifth level of the State Library stackroom), and a new storeroom in the basement at the opposite end of the building. These quarters have proved inadequate because the weight and bulk of the records stored in the department are too great for the floors on which they rest. The present space should be abandoned and new and properly planned rooms provided in the wing of the new building. The office and stackroom will make a very comfortable office for some other department, and the addition of the stack space now occupied by the Archives Division would tend to relieve the present congestion in the State Library stacks.

Recently the Archives Division has had to transfer a large bulk of its records to a new storeroom because they were obviously overweighting not only the stacks but also the workroom. This difficulty was caused by the failure to give adequate consideration to the special needs of the department when space was assigned in the building. It was assumed that because the Archives Division is a unit in the State Library it is a library and administered as such. The assumption was also made that the archives of the State consist primarily of bound volumes of historical records similar to those found in an historical library. Both assumptions are erroneous. In the first place, very few of its records, comparatively speaking,

are bound or are apt to be bound. The bulk of the archives are in the form of loose papers most efficiently and economically filed in commercial steel files. In the second place, Illinois has a very small collection of archives of sufficient antiquity to interest the present day historian. All the extant records of the Secretary of State, Governor and General Assembly prior to 1800 occupy less than 300 shelf feet in a small vault. Archives are usually defined as being "official records created by a governing body but no longer in current use by that body." In this state, however, the relatively small number of such records and the inability of the various departments to give space and time to the care of records more than a year or two old has developed the Illinois Archives Division into what is practically a central filing department. Two aspects, therefore, differentiate the storage requirements of the Archives Division from that of the State Library--first, that its records are chiefly stored in steel filing cabinets instead of as books on shelves; and second, a very rapid increase in bulk of the records.

Before analyzing the needs of the department it would be well to recapitulate briefly the specific reasons why the present layout of the office is unsatisfactory:

1. The weight of the records is the chief argument against

the present location. Most of the bound volumes are very large and heavy folios weighing up to 25 pound;

apiece, and the average weight of the 3200 volumes in the stack room is over 5 pounds. The pasteboard storage boxes used for unbound records weigh about 5 pound; loaded, and there are nearly 7000 of them in use at the present time. A four drawer legal size steel cabinet loaded weighs about 450 pounds (according to the manufacturer) and the steel transfer drawers piled four high not much less. Some of the legal size cabinets are five drawer units. There are about 300 transfer drawers and 325 legal size drawers in use, besides several cabinets of steel index drawers.

The following stack weights used by manufactures for calculating loads is taken from an Art Metal Catalog:

Basic of 7 ft. 6 in. tier heights:

Books. 16 lb. per lineal foot of 7 in. shelves.

Librarians usually estimate this at 10 lb.

On shelves designed for such a load we have shelf after shelf containing folios weighing up to 100 lb. per lineal foot.

Live load for aisles, 55 lb. per square foot.

We had as high as 450 lb. per square foot in some aisles before we moved the transfer cases to the basement.

The weights at present on our office floor are also too high. The so-called vault in the outer office is simply a corner of the room partitioned off with no extra supports underneath to hold up the corners. This has four rows of shelving 12 shelves high and 15 ft. 6 in. long. Until recently it was completely filled, and unless more space is assigned the department it will soon be filled again.

2. Much more floor space is needed for filing cabinets than for shelves for books. Until the new storeroom was provided it was necessary to pile transfer cases to the ceiling on the light weight slate floors in the aisles of the stack room and in the office proper. There are still over 300 drawers full of corporation records in the office which should be in vaults.
3. A larger staff is needed and answering to users considerably slowed up when the records are scattered as they are now. Seventy-five percent of the questions which come into the office should be answered by phone if the records could be kept together as they should be.
4. The aisles are too narrow for archives stacks. When 15 inch boxes (the smallest size that will hold legal size papers) are placed on the 10 inch shelves it leaves an aisle only 18 inches between shelves, making

access for removing records difficult and cleaning almost impossible. The stacks are spaced for library shelves 8 inches deep, leaving an aisle 3 ft. 6 in.

5. The fire hazard is a constant worry. This comes from three sources:

- a) Mammal Hall which is partitioned off from a portion of the stackroom wall. The partition is only a four inch tile wall some 30 or more feet high and would afford no protection in case of fire originating in that space. The material in Mammal Hall is highly inflammable and its ceiling is framed with timbers. As the public has access to this hall without supervision as to ~~smoking~~, it would be very easy for a dangerous fire to start here.
- b) The large open space above the old iron stacks in the center of the wall would act as a flue in case of a fire starting below.
- c) Three other departments, the State Historical Library, the General Division and the Library Extension Division also have space in this stack well, the two latter directly beneath the Archives Division. The Archives Division has no control over smoking or other carelessness in these lower stack levels, though it must be confessed that it has no complaint to make on this score to date.

Most of the books in the State Library and General Library could be replaced in case of fire, <sup>but</sup> the archives of the State could not be, and since individual records are frequently called for in legal cases involving hundreds of thousands of dollars their loss would be incalculable and a just cause for criticism of the public officials responsible therefor.

6. The Archives Division has no access to the freight elevator, the corridor leading to it being occupied by the Vital Statistics Department. This means that the Passenger elevator has to be used for the large amount of rough trucking required by the department.
7. The low ceiling (6 ft. 6 in.) in the Archives stacks, and the poor ventilation of all the stacks has caused much discomfort and even illness and is a common complaint of all divisions using this space.

Specifications for quarters in the new building can be better discussed in greater detail in personal conferences with the Architect. A few general statements as to the proper location and space requirements are as follows:

1. Space should be assigned in the basement or on the ground floor because of the weight of records. Probably the most satisfactory arrangement would be to put the storage space in the basement and the offices immediately above with a communicating stairway and elevator.



**2. The following safeguards should be watched for:**

a) Protection against dampness. Many of the State's records have suffered greatly from mildew and the slightest tendency of the vaults to be damp would start the growth of mildew fungus again.

b) Against fire:

The storage space should be a fireproof vault so built that it would remain intact even if the rest of the building burned. All windows and doors should be protected by automatic fire curtains.

c) Against improper intrusion and possibility of theft.

Vault doors should be provided, and if cylinder locks are used on any doors they should not be on the master key for the building. Avoid demand for access outside of office hours by keeping pipes and electric wiring serving other departments out of this space.

d) Proper ventilation, not only for the comfort of persons working in the vaults but also for the better preservation of the records. Of course heat should be provided.

**3. Space needed.**

a. Office and workroom space. The present office space is about right. This consists of a private office housing also a reference library of 500 vol. for the superintendent, 14 ft. 8 in. x 12 ft. 6 in.

and an office workroom 50 ft. 2 in. x 23 ft.

There should be unusually good window and artificial lighting because many of the records have to be read and repaired with the aid of a magnifying glass. At least two lavatories should be installed in the office as at present.

- b. Storage space. This is difficult to estimate since the law permits any state official to file records in the Archives Division and there are many departments which are waiting only for us to get a larger and safer place to bring in a vast amount of archives. The various counties are also beginning to send in their historical records. Every department of course thinks its space allotment too small, but the Archives Division is a new department which has hardly started as yet and as it expands space of a sort difficult to improvise later will be needed. My suggestion would be that the entire basement of the new wing should be planned specifically for Archives space. Such portions are not needed immediately can be temporarily assigned to other departments, such as the Vital Statistics Department which is likewise a record department. The point is that the walls should be planned for archives from the start.

Our present storage space is as follows:

	Square ft.	No. of Shelves
Office-workroom	750	
Used also for desks but most of the space taken up with files		
"Vault" off storeroom	155	812
Stack Room	1584	490
Ante Room to Stacks	187	56
Vault off Stack Room	136	119
Store Room	1200	
	<hr/> 3902	<hr/> 1477

This space is now practically full and will care only for the normal increase of the Secretary of State's office for one year more. Since other departments will be sending over material also, the minimum square space for storage, exclusive of office space for immediate use should be at least 10,000 square feet with the possibility of needing to double this space in from five to ten years.

February 27, 1929

Hon. William J. Stratton  
Secretary of State  
Springfield, Ill.

My dear Mr. Stratton:

I wish to add a codicil to the report handed you the other day on the subject of the removal of the Archives Division from the present location in the Centennial Building. A further argument against the present arrangement is that the storeroom recently acquired, is on the master key to the building and as there are at least half a dozen master keys out among janitors, watchmen, etc., it means that the Secretary of State's correspondence and some other records are not safeguarded from theft as they should be. There are times when attorneys are very anxious to get hold of certain correspondence which has passed between the Corporation Department and the companies which they represent. Mr. Tucker does not agree with me about the degree of hazard and he is right in so far as it is true that there are pipes in there to which persons in the Power House should have access. There is no reason, however, why Tom, Dick and Harry should be able to go in there at any time, and the number of people who tell me they have been in there to see the room makes me think it would be easy for the wrong person to get in. I have requested the watchman at that end of the building to permit no one to enter without a permit from me, but he cannot always see from where he sits. I have discussed the matter with Mr. Millsbaugh and he seems to disagree with me in my request that a new lock not on the master key but with a key available for emergency use by proper persons. I am writing this not to carry a protest over his head, but to give an additional reason why our needs should be reconsidered in the matter of space allotment, and to request formally that I be absolved from responsibility which I now have for any tampering which might take place without my knowledge. I do not want to give the impression of being over fussy in details in the matter of safeguarding the records of the State, but I am trying to profit by some of the misfortunes of some other States which have had serious losses where a rigid adherence to rules has not been observed.

Very sincerely yours,

The contents of the Archives as of March 1, 1939 are as follows:

Volumes	3353
"Archives" boxes	2402
Old fashioned "Letter Files"	913
Cap size drawers	322
Correspondence size drawers	310
Index drawers	138
Miscellaneous	c. 25 cu. ft.

\* 9 boxes to a library book shelf. Each about

$3\frac{1}{2} \times 10\frac{1}{2} \times 15$  in.  $10\frac{1}{2}$  in. high

Annual Income (1937 records) of Secretary of State's

records:

Archives Boxes	300 Boxes
Correspondence	25 drawers
Volumes	25 vol.
Corporation records	50 drawers
Corporation and other indexes	15 drawers

BIENNIAL REPORT  
OF  
**Secretary of State**  
OF THE  
**State of Illinois**

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WILLIAM J. STRATTON, Secretary of State



Fiscal Years Beginning October 1, 1928, and Ending  
September 30, 1930

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## LETTER OF TRANSMITTAL.

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STATE OF ILLINOIS,  
OFFICE OF SECRETARY OF STATE,  
*Springfield, October 31, 1930.*

To His Excellency, HON. LOUIS L. EMMERSON,  
*Governor of Illinois.*

DEAR SIR: In compliance with Section 16 of Chapter 124, Hurd's 1929 Revised Statutes, and Section 21 of Article V of the Constitution, I have the honor to submit herewith my biennial report as Secretary of State, including the reports of the various departments of the office, the Illinois State Library, Library Extension Division and Archives Division. This report covers the biennial period from October 1, 1928, to September 30, 1930.

That part of the report from October 1, 1928, to January 12, 1929, covers the closing months of your administration as Secretary of State.

Very respectfully,

*William J. Stratton*

*Secretary of State.*

## SECRETARIES OF STATE

FROM 1818 TO 1929.

Name.	Date of commission or qualification.	From what county.	Remarks.
Elias Kent Kane, Dem.....	Oct. 6, 1818	Kaskaskia.....	Resigned Dec. 16, 1822.
Samuel D. Lockwood, Dem.....	Dec. 18, 1822	Madison.....	Resigned April 2, 1823.
David Blackwell, Dem.....	Apr. 2, 1823	St. Clair.....	Resigned Oct. 15, 1824.
Morris Birkbeck, Dem.....	Oct. 15, 1824	Edwards.....	Resigned Jan. 15, 1825.
George Forquer, Dem.....	Jan. 15, 1825	Sangamon.....	Resigned Dec. 31, 1828.
Alexander P. Field, Dem.....	Jan. 30, 1829	Union.....	Removed Nov. 30, 1840.
Stephen A. Douglas, Dem.....	Nov. 30, 1840	Morgan.....	Resigned Feb. 27, 1841.
Lyman Trumbull, Dem.....	Mar. 1, 1841	St. Clair.....	Removed Mar. 4, 1843.
Thompson Campbell, Dem.....	Mar. 6, 1843	Jo Daviess.....	Resigned Dec. 23, 1846.
Horace S. Cooley, Dem.....	Dec. 23, 1846	Adams.....	Appointed by Governor French.
Horsee S. Cooley, Dem.....	Jan. 8, 1849	Adams.....	Elected under Constitution of 1848. Died April 2, 1850.
David I. Gregg, Dem.....	Apr. 2, 1850	Cook.....	
Alexander Starne, Dem.....	Jan. 10, 1853	Pike.....	
Osias M. Haton, Rep.....	Jan. 12, 1857	Pike.....	
Osias M. Haton, Rep.....	Jan. 14, 1861	Pike.....	
Sharon Tyndale, Rep.....	Jan. 16, 1865	St. Clair.....	
Edward Rummel, Rep.....	Jan. 11, 1869	Peoria.....	
George H. Harlow, Rep.....	Jan. 13, 1873	Tazewell.....	
George H. Harlow, Rep.....	Jan. 8, 1877	Tazewell.....	
Henry D. Dement, Rep.....	Jan. 17, 1881	Lee.....	
Henry D. Dement, Rep.....	Jan. 30, 1885	Lee.....	
Isaac N. Pearson, Rep.....	Jan. 14, 1889	McDonough.....	
Wm. H. Hinrichsen, Dem.....	Jan. 10, 1893	Morgan.....	
James A. Rose, Rep.....	Jan. 11, 1897	Pope.....	
James A. Rose, Rep.....	Jan. 14, 1901	Pope.....	
James A. Rose, Rep.....	Jan. 9, 1905	Pope.....	
James A. Rose, Rep.....	Jan. 18, 1909	Pope.....	Died May 23, 1912.
Cornelius J. Doyle, Rep.....	June 3, 1912	Greene.....	Appointed by Governor Deneen.
Harry Woods, Dem.....	Feb. 3, 1913	Cook.....	Died Oct. 12, 1914.
Lewis G. Stevenson, Dem.....	Oct. 13, 1914	McLean.....	Appointed by Governor Dunne.
Louis L. Emmerson, Rep.....	Jan. 8, 1917	Jefferson.....	
Louis L. Emmerson, Rep.....	Jan. 10, 1921	Jefferson.....	
Louis L. Emmerson, Rep.....	Jan. 12, 1925	Jefferson.....	
William J. Stratton, Rep.....	Jan. 14, 1929	Lake.....	



## REPORT OF SECRETARY OF STATE.

### State of Illinois.

*Springfield, October 1, 1930.*

Biennial report of the office of Secretary of State for the period beginning October 1, 1928, and ending September 30, 1930.

Fees collected by Louis L. Emmerson, Secretary of State, from October 1, 1928, to and including January 12, 1929:

#### MISCELLANEOUS FEES ACCOUNT.

Collections Foreign Corporation Department.....	\$ 56,182.52
Collections Domestic Corporation Department.....	231,347.17
Collections Executive Department.....	8,370.75
Collections Index Department.....	26.50
Collections Securities Department.....	40,761.05
Collections Miscellaneous Sales, Rent, etc.....	881.36
<b>Total Miscellaneous Fees Account.....</b>	<b>\$ 337,569.35</b>
Total amount refunded for excess fees, dishonored checks, protest and enjoined fees.....	44,088.62
<b>Net balance of Miscellaneous Fees collected by Louis L. Emmerson, Secretary of State, and turned into the State Treasury by him for credit to the General Fund.....</b>	<b>\$ 293,480.73</b>

#### MOTOR VEHICLE FEES.

Collections Motor Vehicle, Chauffeur Licenses, etc. (Springfield Office) .....	\$ 3,976,618.02
Collections Chauffeur Licenses (Chicago Office).....	31,460.50
<b>Total collections for Motor Vehicle, Chauffeur Licenses, etc.....</b>	<b>\$ 4,008,078.52</b>
Total amount refunded for excess fees, dishonored checks, etc...	1,267.00
<b>Net balance of Motor Vehicle and Chauffeur License Fees turned into State Treasury by Louis L. Emmerson, Secretary of State, for credit to the Road Fund.....</b>	<b>\$ 4,006,811.52</b>
<b>Protested and enjoined fees.....</b>	<b>\$ 80,988.43</b>
<b>Net amount of fees collected and turned into State Treasury by Louis L. Emmerson, Secretary of State:</b>	
To General Fund.....	293,480.73
To Road Fund.....	4,006,811.52
<b>Total .....</b>	<b>\$ 4,381,280.68</b>

Year.	Fees.	Auto.	Trucks.	Motor-cycle.	Chauffeur.	Dealer.	Tractor.	Trailer.
1911.....	\$ 105,344.28	38,269	-----	4,346	-----	-----	-----	-----
1912.....	375,716.22	68,012	-----	9,238	8,182	874	-----	-----
1913.....	507,134.77	94,646	-----	12,183	13,153	1,041	-----	-----
1914.....	703,403.70	131,140	-----	14,852	17,827	1,198	-----	-----
1915.....	924,905.74	180,832	-----	15,710	22,995	1,458	-----	-----
1916.....	1,242,509.85	248,429	-----	14,931	33,022	2,871	-----	-----
1917.....	1,587,772.69	340,292	-----	13,740	43,679	3,745	-----	-----
1918.....	2,762,567.53	389,701	-----	10,834	45,696	3,548	-----	-----
1919.....	3,262,176.57	478,438	-----	10,920	53,123	4,960	-----	-----
1920.....	5,893,596.02	503,762	64,997	10,597	69,365	6,282	310	-----
1921.....	6,776,781.17	533,441	79,907	8,935	69,226	7,041	124	-----
1922.....	7,861,211.21	682,250	99,724	7,871	56,789	4,214	182	-----
1923.....	9,630,367.77	847,005	122,087	7,612	92,871	4,516	195	-----
1924.....	11,513,957.05	981,859	141,706	6,873	96,924	4,488	-----	2,044
1925.....	12,936,882.13	1,101,943	161,234	6,603	99,372	4,557	-----	3,777
1926.....	14,047,207.86	1,195,014	178,489	6,156	102,849	4,688	-----	3,360
1927.....	14,839,593.29	1,254,421	184,564	6,135	100,398	4,594	-----	3,489
1928.....	15,521,529.88	1,314,003	190,356	5,826	94,169	4,548	-----	3,742
1929.....	17,087,209.11	1,410,913	204,175	6,055	106,551	4,605	-----	5,068
1930 to Sept. 30.	18,255,442.11	1,416,449	204,367	6,063	104,741	4,350	-----	6,879

Fees collected by William J. Stratton, Secretary of State, from January 15, 1929, to and including September 30, 1930:

#### MISCELLANEOUS FEES ACCOUNT.

Collections Foreign Corporations.....	\$ 2,398,651.41
Collections Domestic Corporations.....	5,731,746.19
Collections Executive Department.....	53,974.71
Collections Index Department.....	1,092.75
Collections Securities Department.....	232,792.52
<b>Total Miscellaneous Fees Account.....</b>	<b>\$ 8,418,257.58</b>
Total amount refunded for excess fees, dishonored checks, protest and enjoined fees.....	256,564.32
<b>Net Miscellaneous Fees Account.....</b>	<b>\$ 8,161,693.26</b>
Total amount of interest earned on daily balances from October 16, 1929, to September 30, 1930:	
Miscellaneous Fees Account.....	\$ 3,244.57
Enjoined Fees—Miscellaneous Account.....	1,198.75
Automobile Fees Account.....	11,295.83
Enjoined Fees—Automobile Account.....	6.37
	<u>\$ 15,745.52</u>
Collections for Rent, Waste Paper, Miscellaneous Sales.....	4,153.18
<b>Net balance of Miscellaneous Fees and Interest collected by William J. Stratton, Secretary of State, and turned into the State Treasury by him for credit to the General Fund.....</b>	<b>\$ 8,181,591.96</b>

#### MOTOR VEHICLE FEES.

Collections Motor Vehicle, Chauffeur Licenses, etc. (Springfield Office) .....	\$31,283,653.69
Collections Chauffeur Licenses (Chicago Office).....	865,587.00
<b>Total collections for Motor Vehicle, Chauffeur Licenses, etc....</b>	<b>\$31,629,240.69</b>
Total amount refunded for excess fees, dishonored checks, etc....	81,277.82
<b>Net balance of motor vehicle and chauffeur license fees turned into State Treasury by William J. Stratton, Secretary of State, for credit to the Road Fund.....</b>	<b>\$31,547,962.87</b>
Protested and enjoined fees.....	\$ 237,714.80
Net amount of fees collected and turned into the State Treasury by William J. Stratton, Secretary of State:	
To General Fund.....	\$ 8,181,591.96
To Road Fund.....	31,547,962.87
<b>Total .....</b>	<b>\$39,967,269.63</b>

#### RECAPITULATION.

Recapitulation showing receipts from all sources for the biennial period from October 1, 1928, to September 30, 1930:	
Total amount collected by Louis L. Emmerson, Secretary of State, from October 1, 1928, to January 12, 1929, and paid into the State Treasury.....	
(Enjoined Fees—\$30,988.43.)	\$ 4,800,292.25
Total amount collected by William J. Stratton, Secretary of State, from January 15, 1929, to September 30, 1930, and paid into the State Treasury.....	
	<u>\$9,729,554.83</u>
<b>Grand total net receipts from October 1, 1928, to September 30, 1930... (Enjoined Fees Account—\$237,714.80.)</b>	<b>\$44,029,847.08</b>

# **APPROPRIATION ACCOUNTS.**

## **Biennial Report of Appropriation Accounts**

### **Office of the Secretary of State**

**and**

### **State Library**

**October 1, 1928, to September 30, 1930.**

	Balance Oct. 1, 1928.	Appropriated by 56th General Assembly.	Used from contin- gent fund.	Lapsed Oct. 1, 1929.	Expended Oct. 1, 1928, to Oct. 1, 1930.	Balance Oct. 1, 1930.
<b>OFFICE EXPENSES.</b>						
Postage.....	\$135,067 55	\$275,000 00	-----	-----	\$291,597 12	\$116,480 43
Freight, express and drayage.....	4,147 95	10,000 00	-----	-----	10,484 22	3,653 73
Telephone and telegraph.....	125 47	4,000 00	-----	\$ 8 53	3,382 43	734 51
Office supplies.....	784 14	1,700 00	\$ 400 48	-----	2,945 30	39 30
Premiums.....	1,006 00	2,000 00	1,613 83	-----	3,705 82	914 01
Rent, Chicago office.....	4,100 03	11,000 00	-----	-----	12,849 98	2,250 05
Light, Chicago office.....	288 59	800 00	-----	5 13	852 82	330 64
Telephone and telegraph, Chi- cago office.....	471 07	1,000 00	-----	46 34	916 22	508 61
Supplies, Chicago office.....	801 90	1,000 00	-----	10 22	1,624 65	167 03
Total.....	\$146,792 70	\$306,500 00	\$2,014 29	\$70 12	\$331,248 56	\$123,988 31
<b>REPAIRS AND EQUIPMENT.</b>						
Machinery repairs.....	\$ 4,376 32	\$ 7,000 00	-----	\$ 66	\$ 7,899 52	\$ 3,476 14
Elevator repairs.....	2,839 45	3,000 00	-----	41 15	4,614 35	1,182 95
Plumbing and heating repairs.....	5,208 12	6,000 00	-----	44 69	10,195 48	967 95
Building and roof repairs.....	18,592 65	30,000 00	-----	-----	32,598 28	16,004 37
Truck and auto repairs.....	67 15	3,000 00	-----	-----	2,087 54	979 61
Flags.....	435 65	1,000 00	\$200 00	3 95	949 05	682 65
Awnings, curtains and screens.....	428 00	600 00	-----	-----	945 95	82 05
Typewriters.....	4,002 69	5,000 00	-----	150 29	7,495 15	1,326 25
Office furniture.....	1,283 60	1,500 00	35 91	61 70	2,730 88	11 93
Office equipment.....	1,719 43	3,000 00	-----	-----	4,684 60	64 83
Books, newspapers and peri- odicals.....	168 24	1,500 00	-----	23 05	1,584 40	60 79
Furniture, Chicago office.....	60 40	400 00	-----	50 40	-----	400 00
Greenhouse supplies.....	1,789 54	2,500 00	-----	-----	2,822 11	1,437 43
Electrical equipment.....	5,145 31	6,000 00	-----	-----	6,985 64	4,159 67
Hardware and building ma- terial.....	1,011 56	2,000 00	-----	-----	2,615 90	395 56
Fire and safety equipment.....	127 50	1,000 00	-----	-----	435 00	692 50
Addressograph department supplies.....	2,401 08	3,000 00	-----	-----	3,774 11	1,626 97
Photostat.....	546 63	3,000 00	-----	12 13	3,445 90	88 60
Renewing boiler tubes.....	112 62	-----	-----	-----	112 62	-----
Ice machine and cooling sys- tem.....	-----	10,000 00	-----	-----	6,300 75	3,699 25
Total.....	\$50,270 94	\$89,500 00	\$235 91	\$428 02	\$102,238 23	\$37,340 60

## APPROPRIATION ACCOUNTS—Continued.

	Balance Oct. 1, 1928.	Appropriated by 56th General Assembly.	Used from contingent fund.	Lapsed Oct. 1, 1929.	Expended Oct. 1, 1928, to Oct. 1, 1930.	Balance Oct. 1, 1930.
<b>OPERATION.</b>						
Fuel.....	\$ 23,102 86	\$ 55,000 00	-----	\$ 48 56	\$ 30,739 73	\$ 47,314 87
Oil, waste and gasoline.....	3,546 50	5,000 00	-----	-----	5,429 74	3,116 76
Power plant supplies.....	26 51	11,500 00	\$371 50	-----	7,838 89	4,059 12
Water.....	1,768 80	7,000 00	-----	-----	5,276 09	3,492 71
Gas.....	243 74	800 00	-----	17 78	520 78	308 18
Ice.....	1,316 73	3,000 00	-----	148 53	2,756 70	1,411 50
Laundry.....	1,934 22	6,500 00	-----	-----	6,681 20	1,753 02
Janitor supplies.....	4,059 29	9,000 00	50 50	12 50	9,752 18	3,345 11
Elevator and boiler insurance.....	417 64	2,000 00	-----	332 14	1,865 19	220 31
Auto department supplies.....	361,191 82	383,240 00	-----	120,859 04	415,323 79	208,248 99
Court reports.....	11,613 90	19,000 00	-----	2,940 90	21,481 00	8,192 00
Total.....	\$409,222 01	\$501,840 00	\$422 00	\$124,359 45	\$507,665 29	\$279,459 27
<b>SALARIES AND WAGES.</b>						
Salaries and wages.....	\$425,654 57	\$1,329,580 00	-----	\$30,190 48	\$1,206,267 87	\$516,776 22
Extra help, office.....	-----	15,000 00	\$7,300 36	-----	52,299 41	95
Extra help, plant.....	19 70	2,400 00	-----	19 70	1,616 00	784 00
Total.....	\$425,674 27	\$1,376,980 00	\$7,300 36	\$30,210 18	\$1,262,183 28	\$517,561 17
<b>MISCELLANEOUS.</b>						
Editing Blue Book.....	-----	\$ 4,000 00	-----	-----	\$ 4,000 00	-----
Traveling expenses.....	\$38,285 40	75,000 00	-----	\$12,126 97	74,645 55	\$ 26,512 97
Telephone exchange.....	18,337 00	48,000 00	-----	90 36	51,482 23	14,764 41
Corporation refunds.....	2,000 00	-----	-----	2,000 00	-----	-----
Publishing notices of amendment to constitution.....	-----	40,000 00	-----	-----	13,786 92	26,213 08
Printing and distribution of Court of Claims opinions.....	3,650 00	2,000 00	-----	3,650 00	-----	2,000 00
State capitol restaurant.....	25,000 00	-----	-----	25,000 00	-----	-----
Paving along executive mansion.....	-----	9,900 00	-----	-----	4,266 06	5,633 92
Power house tunnel and accessories.....	-----	150,000 00	-----	-----	40,291 15	109,708 85
Repairs to capitol building.....	-----	280,000 00	-----	-----	86,604 90	193,395 10
Total.....	\$87,272 49	\$608,900 00	-----	\$43,867 33	\$275,076 83	\$377,228 38
Contingencies.....	\$6,385 58	\$15,000 00	-----	\$2 16	\$9,972 56	\$11,410 86
<b>SUMMARY.</b>						
Office expenses.....	\$146,792 70	\$ 306,500 00	\$2,014 29	\$ 70 12	\$331,248 56	\$123,988 31
Repairs and equipment.....	50,270 94	80,500 00	535 91	428 02	102,238 23	37,340 60
Operation.....	409,222 01	501,840 00	422 00	194,359 45	507,665 29	279,459 27
Salaries and wages.....	425,674 27	1,376,980 00	7,300 36	30,210 18	1,262,183 28	517,561 17
Miscellaneous.....	87,272 49	608,900 00	-----	43,867 33	275,076 83	377,228 38
Total.....	\$1,119,232 41	\$2,883,720 00	\$9,972 56	\$196,935 10	\$2,478,412 19	\$1,335,577 68
Contingencies.....	6,385 58	15,000 00	-----	2 16	9,972 56	11,410 86
Total, office of Secretary of State.....	\$1,125,617 99	\$2,898,720 00	\$9,972 56	\$196,937 26	\$2,488,384 75	\$1,346,988 54
<b>LIBRARIES.</b>						
Salaries and wages (all three divisions).....	\$38,906 50	\$99,840 00	-----	\$5,911 50	\$94,545 00	\$35,290 00
<b>GENERAL LIBRARY DIVISION.</b>						
Extra help.....	\$ 390 30	\$ 2,000 00	-----	\$13 90	\$ 1,810 63	\$ 565 77
Office expenses.....	773 42	2,500 00	-----	01	2,448 45	824 96
Repairs and equipment.....	845 56	3,000 00	-----	22	2,373 16	1,472 12
Travel.....	209 83	750 00	-----	01	606 48	333 38
Books, magazines and periodicals.....	6,311 06	18,000 00	-----	78	17,332 48	6,977 82
Total.....	\$8,530 15	\$26,250 00	-----	\$14 92	\$24,571 18	\$10,194 05

## APPROPRIATION ACCOUNTS—Concluded.

	Balance Oct. 1, 1928.	Appropriated by 56th General Assembly.	Used from contin- gent fund.	Lapsed Oct. 1, 1929.	Expended Oct. 1, 1928, to Oct. 1, 1930.	Balance Oct. 1, 1930.
<b>LIBRARY EXTENSION DIVISION.</b>						
Extra help.....	\$ 524 75	\$ 1,500 00	.....	.....	\$ 1,479 46	\$ 545 29
Office expenses.....	701 32	3,500 00	.....	.....	2,552 96	1,648 36
Repairs and equipment.....	1,018 81	2,500 00	.....	.....	2,858 74	850 07
Travel.....	1,475 97	3,500 00	.....	.....	3,376 35	1,599 63
Books, magazines and period- icals.....	6,903 52	16,000 00	.....	\$ 02	17,812 38	5,091 12
Total.....	\$10,624 37	\$27,000 00	.....	\$ 02	\$28,079 89	\$9,544 46
<b>RECHIVES DIVISION.</b>						
Extra help.....	\$ 388 60	\$1,000 00	.....	\$ 37 12	\$1,351 32	\$ 16
Office expenses.....	1,022 97	1,800 00	.....	262 33	1,600 34	950 30
Repairs and equipment.....	3,649 30	4,000 00	.....	734 33	4,871 20	2,043 77
Travel.....	456 38	700 00	.....	237 44	670 64	248 30
Total.....	\$5,517 25	\$7,500 00	.....	\$1,271 22	\$8,493 50	\$3,252 53
Total, libraries.....	\$63,578 27	\$160,590 00	.....	\$7,197 66	\$155,689 57	\$61,281 04
<b>RECAPITULATION.</b>						
Office, Secretary of State.....	\$1,125,617 99	\$2,898,720 00	\$9,972 56	\$198,937 26	\$2,488,384 78	\$1,346,988 54
Libraries.....	63,578 27	160,590 00	.....	7,197 66	155,689 57	61,281 04
Grand total.....	\$1,189,196 26	\$3,059,310 00	\$9,972 56	\$206,134 92	\$2,644,074 32	\$1,408,269 58

## SUPPLY DEPARTMENT.

During the period between October 1, 1928, and September 30, 1930, there was issued to the various Departments of the State Government, supplies as follows:

Names of the Departments.	Amount.
Governor .....	\$ 997.78
Lieutenant Governor.....	25.72
Secretary of State.....	7,300.67
State Treasurer.....	623.74
State Auditor.....	1,798.44
Attorney General.....	642.79
Superintendent of Public Instruction.....	907.86
Supreme Court.....	296.70
Adjutant General.....	3,491.83
Agriculture .....	1,800.73
Appellate Court—First District.....	36.79
Appellate Court—Second District.....	47.70
Appellate Court—Third District.....	32.27
Appellate Court—Fourth District.....	21.92
Farmers Institute.....	170.32
Civil Service.....	455.63
Finance Department.....	1,558.60
Department of Labor.....	2,262.55
Legislative Reference Bureau.....	340.96
Historical Library.....	173.66
State Library.....	1,132.92
Public Welfare.....	4,404.31
Public Health.....	3,736.36
Public Works and Building.....	9,212.81
Registration and Education.....	2,508.24
Trade and Commerce.....	6,006.67
Fifty-sixth General Assembly.....	723.03
Purchases and Construction.....	5,180.89
Mines and Minerals.....	313.36
Conservation .....	501.89
State Athletic Commission.....	21.45
<b>Total .....</b>	<b>\$56,728.59</b>
<b>Stock received during two years.....</b>	<b>\$58,456.79</b>

## SHIPPING DEPARTMENT.

	Copies Received.	Copies Disbursed.
Reports of State Officers, boards, commissions, institutions, etc., printed and bound.....	25,772,223	
Reports distributed to members of the General Assembly .....		5,253
Reports and pamphlets distributed.....		25,672,223
Election Registers.....		20,000
Senate Bills, Amendments, etc., 56th General Assembly	186,150	15
House Bills, Amendments, etc., 56th General Assembly	244,750	15
House and Senate Journals.....	7,320	7,320
Supreme Court Reports.....	4,797	4,797
Appellate Court Reports.....	3,104	3,104
Printed envelopes.....	7,302,605	
Letterheads .....	1,181,000	
Session Laws .....	17,500	
Special Session Laws.....	4,000	
Blue Books.....	25,000	
1929.		
	Number Received.	Number Disbursed.
Auto plates.....	1,415,000	1,410,913
Dealers' plates.....	5,000	4,605
Truck plates.....	205,000	204,296
Trailer .....	5,250	5,068
1930.		
Auto plates.....	1,475,000	1,417,340
Dealers' plates.....	5,000	4,554
Truck plates.....	224,500	219,190
Trailers .....	7,000	6,832

# ILLINOIS STATE LIBRARY.

## General Library Division

### Biennial Report

October 1, 1928–September 30, 1930.

During the two years covered by this report additions to the books, maps and pamphlets in the General Library Division have been as follows:

#### BOOKS.

Purchased .....	4,317	
Added by gift.....	1,171	
Replacements .....	3	
Magazines bound.....	1,026	
Newspapers bound.....	28	
U. S. Government documents bound.....	175	
Illinois publications.....	260	
Publications of other states, exchange.....	482	
U. S. Government documents on deposit.....	410	

Total bound volumes added October 1, 1928–September 30, 1930.....		7,872
Maps purchased.....	13	
		13

#### PAMPHLETS.

Miscellaneous sources.....	367	
U. S. Government publications.....	4,948	
State Government publications, exchange.....	2,766	

Total pamphlets added October 1, 1928–September 30, 1930 .....	8,081
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Total additions—books, maps and pamphlets..... 15,966

There are in the General Library Division, as shown by the accession record on September 30, 1930, 109,700 bound volumes and maps. Pamphlets, estimated originally, but in recent years counted when received, number 72,744.

During the biennium 1,204 books were rebound and 125 volumes withdrawn.

In the Reading Room there are 576 current magazines, 368 of these purchased, 84 donated, and 124 supplied by the United States Government. In order to make the fullest possible use of these magazine files, the General Library Division subscribes regularly to indexes such as the Public Affairs Information Service, the Engineering Index, the Indus-



trial Arts Index, the Education Index, the Agricultural Index, the International Index, the Readers' Guide to Periodical Literature, and others. As indexed magazines are later bound, there is a permanent reference value in this collection.

There are 17 newspapers in the Reading Room, two of them donated. The *New York Times*, which issues a monthly index that provides a valuable guide to many dates and events not covered elsewhere, and the *United States Daily*, which issues a weekly and an annual index, are bound for reference use. Other newspaper files are kept only a very short time, as newspapers of special Illinois interest are regularly bound and on file in the State Historical Library.

The State Library is allotted a certain number of all Illinois State publications under the State Contracts Law of 1915, for the purpose of exchanging with other State libraries for publications of their states. During the last biennium four shipments were sent out in which libraries on the exchange list each received a total of 33 bound volumes and 89 pamphlets. In addition five Illinois State periodicals have been mailed regularly each month as issued to each exchange library.

The requests from other libraries for special Illinois publications numbered 165, and in response 179 bound volumes and 522 pamphlets were sent out from the duplicate Illinois files.

Court reports of other states, although received as exchanges for Illinois Court Reports supplied by the Secretary of State by statute, are turned over to the Supreme Court Library of Illinois regularly, a policy adopted in 1842. Following this custom, 201 volumes of court reports of other states were transferred to the Supreme Court Library during the last two years.

Material classified and cataloged during the biennium ending September 30, 1930, is shown as follows:

General works (encyclopedias, indexes, magazines, etc.)....	1,034	
Magazines shelved.....	633	
		1,667
Philosophy .....		286
Religion .....		136
Sociology (political science, economics, education, welfare, etc.) .....		1,802
Philology .....		101
Natural Science.....		423
Useful Arts.....		880
Fine Arts.....		393
Literature .....		421
History, Travel, Biography.....		1,134
Fiction .....		24
Juveniles .....		16
		7,283
U. S. Government publications.....	5,841	
Illinois State publications.....	1,405	
State publications other than Illinois.....	5,049	
		12,295
Total material classified, cataloged, shelved.....		19,578

It will be observed that considerable work has been done in classifying and recataloging the collection of State publications. This is one of the final steps in the reorganization program begun by the State Library

years ago, when it was decided to adopt modern library methods of classification and cataloging. It has been hard to make headway with the better rearrangement of old material, because of the greater need of keeping pace with new material constantly being added to the Library, but more progress has been made with this work during the last two years. A notable addition in this class was the collection of insurance department reports of other states turned over to the Library by the Insurance Division. While many of these proved to be duplicates and were sent back to the state of their origin, still more were found to fill in gaps in the Library's collection of insurance reports.

The above table shows also to a certain extent, in which classes of books the Library is strongest. The State Library has always served as the official reference library for State officials and employees, and special attention has been given to acquiring books of direct application to the work of State departments. While the useful and informative side has been stressed, cultural and inspirational books have not been entirely ignored. A collection of this sort involves a considerable outlay, not only for the books themselves which are expensive, but for the trained and experienced personnel required for the technical processes of selection, classification, cataloging and use.

To compensate for this outlay, and to give these books the greatest possible service, libraries in Illinois may borrow, under the usual inter-library loan rules, books not in their own collections. Responsible persons in places which have no local libraries, are also granted this privilege. This effort toward equalizing book opportunities for citizens all over Illinois is proving to be an increasingly appreciated benefit.

At the Reference Desk there has been an increase of 24 per cent over the last two years in requests by letters; 5,276 letters having been given attention, 6,228 questions looked up, and 52 bibliographies compiled. Letters particularly within the province of other departments have been referred, 353 to the Library Extension Division, 130 to the Historical Library and nine to other departments.

The Loan Desk records show a total circulation of 68,978, an increase of 79 per cent over the previous biennium. Of these, 42,623 were borrowed locally by State officials, employees, and others; 6,543 were borrowed by the Library Extension Division, and 19,812 volumes were mailed, in response to requests by letter, to 149 libraries, 18 colleges, 126 schools and 2,629 individuals in 627 different cities, towns and villages of 101 counties in Illinois. Fourteen books were sent as special inter-library loans to seven institutions outside the State.

While these figures may seem modest as compared with circulation in municipal public libraries it must be remembered that practically no recent fiction and no children's books are bought by the General Library Division, which limits the popular appeal of its collection.

Cooperation with the welfare workers of Illinois was again effected by supplying for the Illinois Public Welfare Conference at its Evanston meeting in October, 1929, a collection of books on Public Welfare, including Child Welfare, Family Welfare, Institutional Problems, Mental Hygiene, and Social Work. A reference librarian was in attendance to

assist in the use of this material. Books on probation methods have also been supplied in connection with an extension and correspondence course on this subject sponsored by the State Probation Officer.

The Reading and Reference Room of the General Library Division, in the Centennial Building, is open during the official working day of the State departments. With about 5,000 general reference works around its walls, almost 110,000 volumes in the Library bookstack rooms south of it, and trained librarians in attendance, it offers excellent opportunities for study. Much statistical and research work is done here.

With the completion of the new wing to the Centennial Building, and its occupation by State departments previously quartered at some distance from the Capitol, the State Library will become more readily accessible to a large number of State employees.

The greatest problem which continues to face the State Library is that which has been mentioned in several previous reports, the need for more book shelving space. The temporary expedients which have been employed from time to time to give minor relief are practically exhausted. The real difficulty in the situation goes back to the desperate need of other departments for space at the time of the occupation of the Centennial Building in 1923, one result of which was that all space intended for future library bookstacks was used for large and especially fine exhibits of the State Museum. While this was assumed to be merely a temporary measure at that time, these exhibits continue to occupy the only available space on which should be set steel bookstacks for additional library shelving. Hundreds of thousands of Illinois citizens visit these Mammal Hall exhibits every year, and it would be neither expedient nor economical to consider their removal and storage, even if satisfactory storage space could be found. There seems to be at this time no available exhibit space for them elsewhere.

The best solution would seem to be in the erection of another unit of the Centennial Building at the west, in which proper space might be planned for these museum exhibits, as well as for the libraries. The provision of adequate quarters for the Archives Division in such a unit, would release one tier of shelving now used for archives in the present State Library bookstacks, which might then well be used for the larger volumes in the General Library Division for which those bookstacks are especially adapted. It is hoped that this plan may be brought before the next General Assembly, and become possible of realization.

The General Library Division has been represented at the conferences of the American Library Association, the Special Libraries Association, the Illinois Art Extension Committee, the Illinois Library Association, and the National Association of State Libraries. In the last named organization the Superintendent of the General Library Division is chief executive for 1930-31, having been elected president at the Los Angeles Conference late in June of 1930.

## LIBRARY EXTENSION DIVISION—BIENNIAL REPORT.

October 1, 1928, to September 30, 1930.

Mere statistics cannot give a true report of the work done during the past biennium by the Library Extension Division. Much of the advisory and supervisory work, two of the main functions of the Division, produce intangible results, increasing the general usefulness and efficiency of the public libraries of Illinois but irreducible to concrete figures. Statistics do show, however, that the work being done in Illinois compares favorably with that in other states, even with those in which Library Extension Departments have been established many years prior to the one in Illinois.

In 1929, two hundred and sixty libraries circulated 26,846,871 volumes. This is an average of 3.6 volumes for each man, woman and child in the State, and 18.4 volumes for each one registered as a library patron. To state it in terms of family reading, it would average 92 books per year. For the use of these 92 books, the head of the family pays in taxes and gifts \$3.55, which is little more than the price of one novel.

In cities of from 10,000 to 100,000 population the tax income per capita and the average salary is a trifle less than in some other states, but the circulation both per capita and per borrower is larger and the cost of circulation per book is less. In other words, the librarians of Illinois are doing more work on less money, which may not be as creditable as it may seem. The question that should interest us is not whether Illinois has as good libraries as other states, but rather whether Illinois is offering the best reading facilities to the most people.

There are practically 2,000,000 men, women and children in the State that do not have the opportunity of free use of a public library. Ninety-six per cent of all the people living on farms have no public library. To these people the privileges extended by the Library Extension Division are most important. Through the schools, the study-clubs, and individual loans the books in the library are made available.

### CIRCULATION STATISTICS.

October 1, 1928–September 30, 1930.

	Requests.	Volumes.
Groups of residents.....	362	20,766
Public libraries.....	7,263	18,602
Schools.....	2,430	62,406
Study clubs.....	1,862	7,081
Individuals.....	19,596	53,599
Pictures.....	685	16,850
Reference.....	7,911	25,734
Total.....	40,109	206,088
Reference work counted twice.....	7,911	25,734
Grand total.....	32,198	180,304

An increase of 2,852 in the number of requests and of 37,526 in the number of volumes loaned is an evidence of the greater demands made upon and the service rendered by the Division.

To supply this demand the Library has a collection of 44,931 volumes, exclusive of the large number of periodicals and pamphlets which are kept on file. New titles in all subjects are constantly purchased, keeping the Library up-to-date and in good working order.

Special attention is given to the fine arts and in addition to the books the Division has a fine collection of 14,573 pictures. Reproductions in color and in black and white of both the old and the more modern artists, photographs of sculpture, paintings, and of the famous buildings are included in this collection, from which loans are made to clubs, schools, or to individuals within the State.

In its supervisory and advisory capacity the Division has been of benefit both to individual libraries, and to groups of libraries in the regional conferences held. Thirty public addresses and two hundred and ninety-nine advisory visits to libraries have been made by the superintendent; in these conferences held with the librarians and the trustees the problems of the individual library were discussed and suggestions as to future policies and improvement of library conditions given.

Twenty-four regional conferences were held during the two years, with the following representation:

	1929.	1930.	Total.
Libraries represented.....	211	209	420
Librarians .....	359	364	723
Directors .....	185	160	345
Visitors .....	36	107	123
Total .....	580	631	1,191

The field visitor assisted in the organization or reorganization of the public libraries at Amboy, Cambridge, Chester, Geneseo, Herrin, Homewood, Macomb, Mason City, Prophetstown, Vienna and Winchester; association libraries at Mackinaw, Newton, Villa Park and Washington were aided. Six high school libraries were completely reorganized—Carbondale, Griggsville, Havana, Pana, Petersburg and Pittsfield.

Both years the Library Extension Division has held exhibits at the State Conferences of the Illinois Congress of Parents and Teachers at Streator and Mattoon; the Illinois Federation of Women's Clubs at their Well-Equipped Home Exposition held in Chicago at the Stevens Hotel; the Illinois Public Welfare Conferences at Quincy and Evanston; the Illinois Library Association at Danville and the State Fair in Springfield.

The Division has a new exhibit in the form of three miniature theatres representing by figures the advantages to be derived from a county book wagon. This exhibit was displayed at Moline and has been borrowed by organizations interested in extending county library service in Illinois.

During the past two years there were twelve new libraries established, five city, two township, and five village libraries. The cities establishing libraries were Ashley, Washington County; Christopher, Franklin County; Oneida, Knox County; West Chicago, DuPage County; Ziegler, Franklin County. The townships were Lockport, Will County, and Salem Township, Knox County. Villages voting a library tax include Antioch, Lake County; Glenview, Cook County; Minier, Tazewell County; Somonauk, DeKalb County.

Eleven new buildings were erected for public libraries, and five residences either given or bought for conversion into library buildings. Additions were made to four public libraries, and one library purchased a building for branch use.

Two important amendments to the Library Law were passed in 1929. The first permits the increase of library tax to 1.2 mills upon authorization of the city council, village or town board after a petition by the library trustees. It also permits the tax to be levied as an additional tax in all cities, towns or villages of any population, removing the former limit of at least 1,200 population.

The other amendment gives the directors of any village, town or township library power to contract for service with any other library. The small library of Port Byron is now contracting with Moline, and several of the other libraries in the State have the petitions of smaller libraries under advisement. More economical and efficient service is possible under this arrangement and an advancement has been taken toward the enlargement of the units of service.

#### COMPARATIVE SUMMARIES OF PUBLIC LIBRARIES IN ILLINOIS

	1928.	1929.
Total number of libraries.....	271	275
Number of tax supported libraries.....	260	264
Number of endowed libraries with no tax.....	11	11
Number of libraries reporting.....	251	260
*Receipts—		
Total tax receipts.....	\$3,486,318.95	\$3,180,479.47
Interest on endowments and gifts.....	67,657.13	53,003.02
Total income.....	4,317,236.91	4,285,706.82
Expenditures—		
Salaries—Librarians.....	245,577.55	262,378.01
Assistants.....	1,565,273.01	1,676,146.03
Total, exclusive of janitor service.....	1,810,850.56	1,938,524.04
Books.....	617,734.05	603,994.19
Periodicals.....	49,349.49	45,383.77
Binding.....	155,205.78	162,659.93
Operating—		
Equipment, heat, light, etc.....	795,793.38	879,492.43
Janitor service.....	265,786.65	274,109.66
Total expenditures.....	3,694,719.91	3,904,164.02
Expenditures per capita for libraries reporting.....	.71	.71
Expenditures per capita for State.....	.49	.53
Number of volumes in libraries.....	4,625,880	5,966,548
Number of card holders.....	1,382,274	1,437,843
Total annual circulation.....	25,531,299	26,846,871
Population of the State.....	7,396,000	7,396,000
Population having access to libraries.....	5,210,620	5,547,377
Population of towns reporting.....	5,208,855	5,516,034
Per cent of population that are card holders.....	26.5%	26.1%
Circulation per card holder.....	18.4 vol.	18.4 vol.
Circulation per capita of towns reporting.....	4.9 vol.	4.9 vol.
Circulation per capita of State.....	3.5 vol.	3.6 vol.
Circulation per volumes in library.....	5.5 times	5.5 times

#### PERCENTAGE OF LIBRARY EXPENDITURES.

	1928.	1929.
Salaries.....	49.0%	49.7%
Books—		
Books.....	16.7 }	15.5 }
Periodicals.....	1.3 } 22.2	1.2 } 20.8
Binding.....	4.2 }	4.2 }
Operating—		
Janitor service.....	7.2 }	7. }
Equipment.....	21.6 } 28.8	22.5 } 29.5
Total.....	100	100

\*The remaining figures do not include the reference libraries of Chicago.

## **ARCHIVES DIVISION OF THE STATE LIBRARY.**

**For the Biennium October 1, 1928, to September 30, 1930.**

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The duty and the problem of the State Archives Division is to convince other State Departments that it can add to their efficiency by taking over the care of their non-current records. Frequently the State official replies to the suggestion that he deposit such documents in the archives that his records contain no material of historical interest and therefore are unsuitable for transfer. Most persons think that archives are only historical manuscripts such as militia rolls of the War of 1812, Black Hawk War records, Lincoln manuscripts, Civil War correspondence and the like. This is an entirely erroneous conception of the term. The archives of the State consist of all records compiled in connection with State business which must be preserved permanently because of their legal value. Among such records, especially among the older ones, there are of course many which are primarily of historical value, but the majority of the records are documents subject to occasional official use. Probably 98 per cent of the calls for records in the Illinois Archives Division are in relation to State business. Attorneys have delved into records as far back as the territorial period in preparing their briefs.

A central hall of records is a far more efficient place for handling such non-current records than a series of departmental files. The State's business is becoming more and more extensive and complex, and as a corollary the records of that business are multiplying in such appalling quantities as to tax the filing resources of the various offices to the limit. Departmental file clerks are completely occupied with the care of current records and older and sometimes more valuable records are crowded out of the vaults and into remote storerooms where it is impossible to keep them clean or in order, to provide proper supervision in their use, or in some instances, even to ensure their actual preservation. When a call comes for one of these old documents, the regular routine of the office is interrupted while clerks make the difficult and often hopeless search. This search is complicated by frequent changes in departmental organization and laws governing the forms which records take from time to time, and by the dissolution or transfer of boards and commissions. Even today it is difficult for the average person to find his way to the correct department, for instance on corporation business, for he finds six or seven governmental bodies under the Secretary of State, Auditor of Public Accounts, Commerce Commission, Department of Trade and Commerce and Department of Registration and Education, all dealing with various phases of State supervision over corporations. An archives division by devoting its entire time to the physical care of non-current

records is able to keep them in repair, inventoried and indexed for immediate use, and this also includes a knowledge of governmental organization which correlates the work of investigating records as no series of separate departments could do. Another very important function of an archives division is to exercise such supervision over documents in its custody as to prevent the danger of deliberate alteration or theft of legal records as has not infrequently occurred under the old haphazard method of storage.

Since 1923 the Archives Division has had the custody of records of the Governor, General Assembly and departments under the Secretary of State. During the past biennium records have been transferred from the Securities Department of the Secretary of State, Department of Trade and Commerce (particularly, all records of the Insurance Department), Pardons and Paroles Board, and Department of Registration and Education. Other departments would transfer their records if the Archives Division had more adequate storage facilities.

Aside from the work involved in absorbing the new materials into its files the Archives Division has accomplished a great deal in the work of repairing and indexing the older and more historical manuscripts. All records of the period prior to the adoption of the second State Constitution in 1848 are being bound and indexed in detail. A card index of every person mentioned in the State records before 1850 has been started, and contains about 120,000 cards to date. Indexes are now complete for the following records:

Election returns, 1818-1847 (also repair and binding).

Executive register, 1809-1868.

All records of land owned by the State.

Records of State and county offices.

Governor's correspondence to 1840.

State census records, 1818-20 (also rebound and edited, ready for publication).

General Assembly. Papers repaired, 1813-1830. House and Senate Journals indexed, 1813-1842 (beginning of published indexes). A comprehensive catalog showing all committees and commissions created (whether reporting or not) and a checklist of legislative documents manuscript and printed, well under way.

A new inventory was made a year ago, and is kept in shelf list and dictionary catalog form, rendering readily accessible all documents in the Archives Division.

The Archives Division has been represented at conferences of the American Historical Association, Mississippi Valley Historical Association, Illinois State Historical Society, American Library Association and National Association of State Libraries. Its superintendent read papers on archives work at the last annual meetings of the American Historical Association and National Association of State Libraries and served on the archives committees of each.

The most important problem confronting the Archives Division today is the need for adequate storage space planned to fit the peculiar



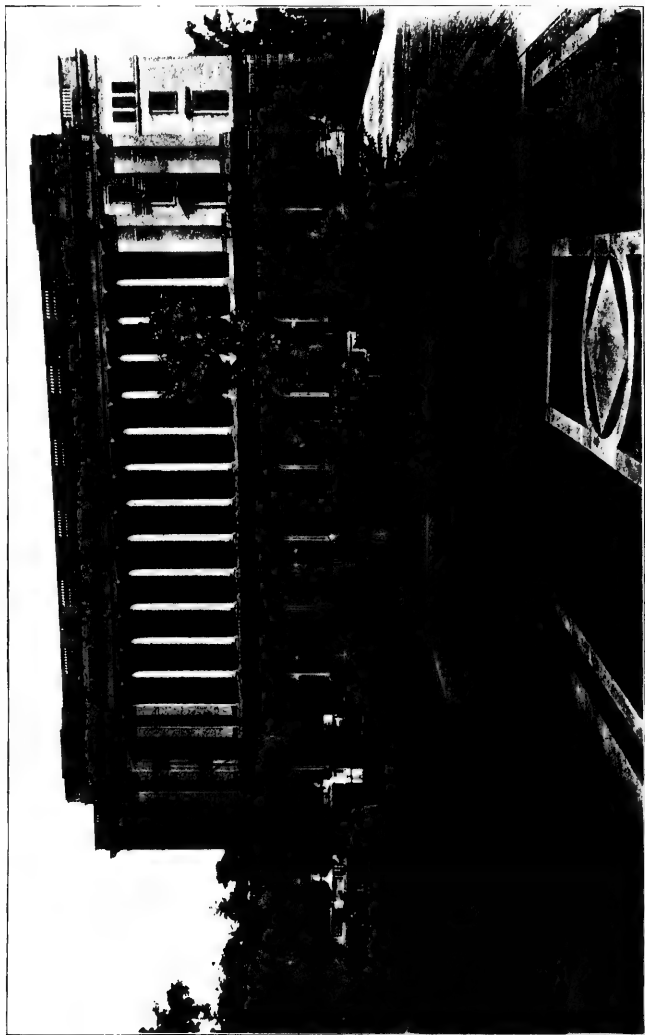
requirements of such a department. When the Centennial Building was started Illinois had no State Archivist and although it was planned to place an archives department in that building the suggestions drawn up by a national authority on archives at the instigation of the State Historical Library were entirely ignored. Because the Archives Division is a department of the State Library the architect assumed that its storage needs were precisely those of a library, and assigned the fifth level of the bookstacks as its storeroom. As a matter of fact, there are comparatively few bound books in the Archives Division—not over 1,000 volumes. Some of the older records, weakened with age, have to be kept in small dustproof pamphlet boxes, but all but an almost negligible number of documents are most economically filed in ordinary commercial legal-sized filing cabinets. In order to use the stackroom space it has been necessary to use thousands of these pamphlet boxes as a substitute for the more economical steel filing cabinets. Because of the necessary depth of these boxes, wider shelves had to be used, resulting in an aisle only 17 inches wide after the shelves are loaded. This is not only inconvenient, but subjected the stacks to a weight for which they were not planned. Bookstacks are designed to carry a load of 16 pounds per lineal foot, library books normally being estimated as weighing 10 pounds per lineal foot, whereas the load in the archives stacks runs as high as 100 pounds per lineal foot. The live load for aisles should be limited to 65 pounds per square foot, but the aisles here had to carry as high as 450 pounds per square foot. In December of 1928 the State Architect's office reported that the stacks were dangerously overloaded and showing signs of buckling, also that the floors of the office were threatening to give way. The load was lightened by removing as many of the files as possible to a temporary storage, and the two large rooms under the Auditorium of the Centennial Building were fitted up as storerooms. These rooms are a fairly good makeshift, but nearly a block away and on a different floor from the main office of the Archives Division and cannot be properly safeguarded from improper intrusion, nor is the space adequate. Specifications for quarters to provide fireproof and workable vaults and file rooms for the adequate care of the records of the State have been submitted to the State Architect, and it is to be hoped that such quarters can be planned for in the second addition to the Centennial Building. Such a provision for its physical needs will permit the State of Illinois to take the lead in progressive methods of archives administration in the United States, as it has already done in other fields of State administration.



JOURNAL PRINTING COMPANY  
SPRINGFIELD, ILLINOIS

1930

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The New Centennial Memorial Building.

**The Archives Division**  
of the  
**Illinois State Library**

By  
**William J. Stratton**  
Secretary of State

**SPRINGFIELD**  
**1931**

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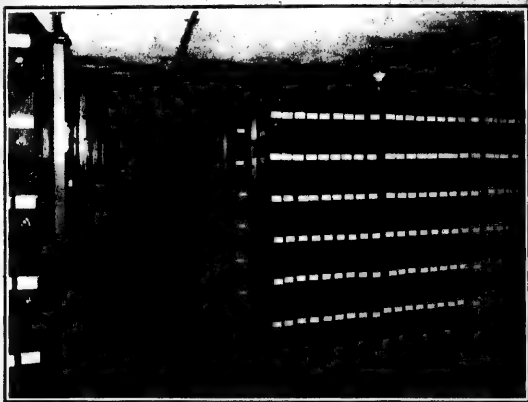
## **ARCHIVES DIVISION**

### **Illinois State Library**

The Archives Division of the State Library was created in 1921 to provide for the proper preservation of the legal and historical records of the State. Its office is on the second floor of the Centennial Building. Any State official may, at his discretion and that of the archivist, transfer to the Archives Division any official records of his office which, though no longer in daily use, are of permanent value. This booklet, descriptive of the scope and methods of the Illinois Archives Division, aims to show the State official to what extent the department can be of service to him, and to explain to the public the nature of the materials available and the limitations on their use.

Archives are public documents — parchments, papers, journals, ledgers and entry books—that have accumulated in the course of the ordinary and extraordinary business of a government and contain a record of its legal and administrative activity. Under the head archives come manuscript and printed materials such as the journals and proceedings of legislative assemblies, all papers known in general as “public documents,” reports of State officials, reports of legislative committees, reports of State commissions, statutes and session laws, and occasional publications, such as census reports, topographical surveys, etc., published by State authority. Reports and publications emanating from or relating to the executive and judicial departments, as well as those primarily legislative in their origin, are included in the classification. Personal journals and private correspondence do not fall within the scope of archives, but official correspondence and letter books are included in it. A general distinction must be observed between historical manuscripts and public archives, the former comprising such papers as originate from private sources. Of course, archives, as papers having historical value, are historical manuscripts, but many historical manuscripts are not archives. The Archives Division limits itself strictly to such official records, and persons making general inquiries concerning Illinois history and genealogy are referred to the State Historical Library.

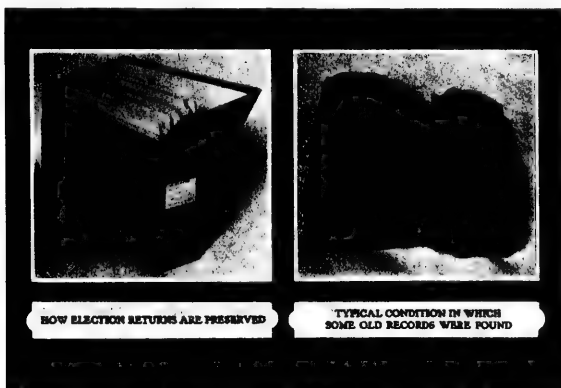
The importance of proper care for the business records of the State is, or should be, as manifest to the public official as to the private corporation. The most striking feature of present-day government is the increasing multiplicity and complexity of its functions. As a corollary to this, official records are being created in appalling quantities by all State departments. Most of these records, because of their legal value, must be preserved more or less indefinitely. The storage of such a mass of material in a manner that will protect it from premature destruction and keep it readily available when needed is becoming increasingly impracticable for most departments. The resultant conditions are familiar to all State officials. State house vaults are inadequate for the storage



THE ARCHIVES DIVISION.

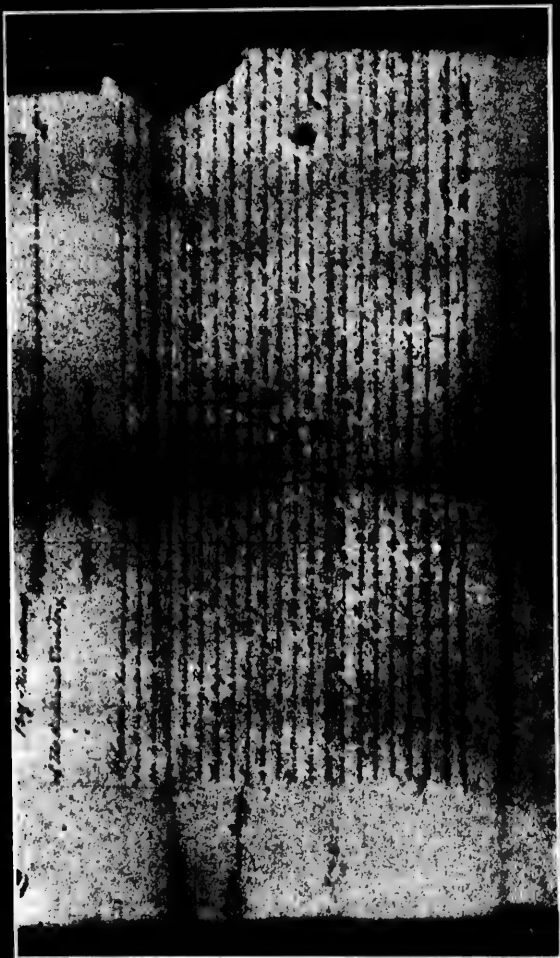
Above—A vault for the storage of records. Below—Records as they are received.

of records in current use. The offices themselves are cluttered with filing cases, often to such an extent that the floors threaten to give way from the excessive weight. Every nook and cranny in the basements and elsewhere in the State buildings are given over to storerooms, nearly always dark, dirty and unventilated, usually firetraps, totally unsuited for the storage of anything, let alone records of great value. Correspondence files only twenty years old recently transferred from one of these State house basement storerooms was found to be completely destroyed by mildew and roaches. New records are continually crowding the older and sometimes more valuable records into more and more inaccessible corners. Contrary to public opinion, most State offices are undermanned with efficient workers, and the often long and difficult search for a given paper in this necessarily badly organized material consumes time that should be spent on routine work.



The problem of caring for State archives did not become serious until the past decade or so. They were not numerous, and locating any given document did not involve a very difficult hunt. For instance, copies of all official letters written by our Illinois governors from 1818 to 1831 are to be found in one small volume of 132 pages. Even as late as the first decade of this century it is said that Secretary of State Rose used to be able to read all his morning's mail in the half-mile walk between the post office and his office. Today the State of Illinois has its own federal post office, and nine truckloads of mail go out and four are received daily, with this number increased in rush seasons. It was to aid State officials in coping with this problem of record preservation that the State Archives Division was created.

A central hall of records for the care of older documents is generally conceded to be the most efficient manner of handling them. An archives department having no other function than the care of records is able to keep such inventories and indexes as will enable it to produce



Facsimile of the oldest record in the Governor's archives—Proclamation of Governor Harrison establishing the counties of Randolph and St. Clair, 1801.



a given document with a minimum of time and effort. Departmental clerks cannot, without detriment to their current work, take the time to search the older records, nor can they be expected to have the requisite familiarity with outmoded methods of record-keeping. The Archives Division is frequently able to supply information over the phone which would have required hours of search on the part of the original department. Furthermore, as the records grow older, more and more inquiries concerning them involve a knowledge of the evolution of State administration that only a specialist can be expected to have. It is doubtful if even today the average person could find his way, unaided, to the correct one of the half dozen governmental agencies regulating corporations doing business in Illinois. Departmental organizations and functions have changed frequently and with utmost complexity in the history of the State. Guides and charts showing this history of the State administration and the records required to be kept from time to time to assist in locating the archives of departments other than those which have already filed records in the Archives Division. The division attempts to round out its collections, not only by deposits from other State offices, but also by endeavoring to make sure that reports of commissions, especially when presented in printed form, actually get filed; that memoranda of important verbal decisions are preserved; that the records of defunct bureaus and commissions are not lost; that governors and other persons going out of office do not take with their personal correspondence files records of public interest.

Technically speaking, any official record becomes an archive on its inception, but in general usage the term applies only to such records as are no longer in current use by the departments of origin. Since Illinois is a comparatively young State, there are practically no records which are never consulted for any but purely historical purposes. The Archives Division, therefore, puts no limit on the age of the documents it will accept, but stipulates that records proffered should not be in too constant use by the department, and that no material will be received which does not appear to concern matters of permanent record. In other words, the Archives Division does not take the place of departmental filing departments, nor can it offer storage facilities for duplicate and ephemeral material. The Archives Division offers proper safeguards for the preservation of the older material in State offices, which, though of legal importance, must be shifted from departmental vaults to make way for current records.

Every possible safeguard is taken to preserve records in the archives from tampering and theft, and in fact many heads of departments feel that their records are safer there than when any member of the department, or even an outsider, can gain unsupervised access to the files. In the Archives Division any record is open to public inspection upon identification of the user and statement of the purpose of the inquiry, and under proper supervision by the archivist or her assistants. All records transferred to the Archives Division remain the legal property of the department of origin, which continues to issue certified copies and may transfer or remove records at its discretion. Receipts are issued by the superintendent of archives for records received, and no record may be

*Executive Register for the Missouri Territory*  
*commencing the 25<sup>th</sup> day of April 1809*

*James Madison, President of the United States of America. To all who shall see these presents greeting.*

*Know all men, that according to the Constitution and Conference of the Integrity, Diligence and Ability of Nathaniel Pope of the Louisiana Territory I have nominated, and by and with the advice and consent of the Senate do appoint him Secretary in and for the Missouri Territory, and do authorize and empower him to execute and fulfill the duties of that Office according to law, and he to have and to hold the said Office with all the powers, prerogatives and Emoluments to the same of right appertaining for the term of four years, from the day of the date hereof, unless the President of the United States for the time being should see fit and so order to revoke and determine this Commission.*

*In Testimony whereof I have caused this Letter to be signed and the Seal of the United States to be hereunto affixed. Given under my hand and the City of Washington the fourth day of April in the year of our Independence the ninth, and of the Independence of the United States of America the thirty third.*

*James Madison*  
*By the hand of R. Smith*  
*Secretary of State*

removed from the office upon any pretext without a requisition signed by the head of the department of origin, to whom a receipt is issued when the document is returned to the files. Under this system the files are as accessible (or more so because more scientifically handled) as when they are in their departmental offices, yet responsibility for what happens to them can be positively fixed. Except in rare instances the filing systems adopted by the departments of origin are retained, these systems being based upon the experience of the department as to the most convenient methods. Old records antedating modern filing methods, of course, are refiled, indexed, repaired with crepelin when necessary, and those prior to 1850 are being bound or rebound, as the case may be.

#### HISTORICAL RECORDS IN THE ARCHIVES DIVISION.

Although primarily of interest as an administrative division of State government, the Archives Division contains a number of very interesting historical documents to be found in the governor's papers and those of the General Assembly, dating back to 1809, the creation of Illinois Territory.

The earliest document in the collection is a certified copy of Governor St. Clair's proclamation of April 27, 1790, which created the county of St. Clair in the Northwest Territory, the original being in the archives of the Department of State at Washington. The earliest original document in the files is Governor's Harrison's proclamation of February 6, 1801, extending the counties of St. Clair and Randolph as counties of Indiana Territory to include not only the greater part of Illinois but also all of Wisconsin and a considerable part of Michigan and Minnesota. Both of these papers are a part of the so-called executive file, a miscellaneous assortment of papers from the Governor, covering the entire history of the State and containing many valuable autographs, the contents of which have never been exploited by historians. Among these papers are much interesting material on the War of 1812 and later Indian disturbances, and individual items such as the boundaries between Illinois and Wisconsin and Illinois and Indiana. This latter document, a home-made notebook with a newspaper cover, defines this boundary line, surveyed in 1821, as naively starting from a point forty-six miles north of Vincennes "at a mulberry post 40 links from the water's edge from which a sycamore 38 inches in diameter bears N. 71 W. 20L. and a sycamore 30 inches bears N. 84 E. 39L." The Illinois commissioner further explained to the General Assembly that the survey really started at the court house in the center of Vincennes, giving to the State of Illinois a strip of land half a mile wide the entire length of the State which the Indiana commissioner had hoped to add to Indiana by starting the survey at the extreme western edge of the town of Vincennes.

The Governor's correspondence files, dating from 1818, are of great value, particularly for the Black Hawk War episode. The so-called executive record is a mine of information. The first entry, dated April 25, 1809, records the appointment of Nathaniel Pope as the secretary of the territory. From that day to this the Secretary of State or his deputy has made note here of all commissions issued by the Governor,

# The People

of the Illinois Territory, having the right of admission into the general government and member of the union, consistent with the Constitution of the United States, the Ordinance of Congress of 1787, and the Law of Congress "Approved April 18th, 1818," entitled "An act to enable the people of the Illinois Territory to form a constitution and State Government, and for the admission of such state into the union on an equal footing with the original states and for other purposes," in order to establish justice, promote the welfare and secure the blessings of liberty to themselves and their posterity, Do by their representatives in convention ~~Order~~ <sup>Ordein</sup> establish the following

## Constitution.

as Form of Government, and do mutually agree with each other to form themselves into free and independent state by the name of the

## State of Illinois.

And they do hereby ratify the boundaries proposed to such state by the act of Congress aforesaid, which are as follows, to wit: —

Beginning at the mouth of the Wabash river; thence up the same and with the line of Louisiana to the northwest corner of said state; thence east with the line of the same state to the middle of lake Michigan; thence north along the middle of said lake to north latitude forty two degrees and thirty minutes; thence west to the middle of the Mississippi river; and thence down along the middle of that river to its confluence with the Ohio

civil and military, patents issued for State lands sold, pardons, paroles and commutations of sentence, proclamations, new departments created, everything, in fact, that the Governor has done in his official capacity—a most fascinating record of the expansion and changing methods of government practice.

Among the most interesting in the Secretary of State's archives are the originals of the first two State Constitutions, 1818 and 1848, and the rejected constitutions proposed in 1862 and 1922, together with the original constitutional convention journals and other papers. These are now suitably bound, but when found by the Archives Division they were rolled loosely in tin boxes, their edges torn and frayed from careless handling. The proposed constitutions of 1862 and 1922 are on parchment, the others on paper. The constitution of 1870, under which the State is now operating, remains in the Secretary of State's office.

A series of particular interest to genealogists is the file of State census returns taken in 1818, 1820 and every five years through 1865, supplemented by the original agricultural and manufacturing schedules for the federal censuses of 1850, 1860 and 1870, which serve as an excellent index for the records in the Federal Census Bureau at Washington, and by photostatic copies of the federal census returns for 1820. In this connection a name index has been started which will contain a digest of all the data found in any of the State records concerning every individual mentioned in them before 1850. Eventually it is hoped to supplement the State records by a collection of vital statistics compiled from county records, but this has not yet been started.

The papers of the General Assembly are the most interesting and valuable single series, starting with the journals of the House of Representatives and of the Legislative Council of 1812 and practically complete except for the journals of the sessions of 1813 and 1819, which were probably destroyed by a fire in 1823. Illinois is singularly fortunate in having the practically complete records of Lincoln's service as a member of the General Assemblies of 1834-35 to 1840-41. This is probably the only collection of Lincolniana which has not been rifled, and it stands just as it was turned over to the Secretary of State by the clerks of the House of Representatives. There are many papers in Lincoln's handwriting, some mere scraps of paper announcing his purpose to introduce a bill on such a date, others longer and of more importance, such as bills and resolutions. One of the most interesting of these items is Lincoln's early and at that time revolutionary proposal that all school teachers be required to pass examinations. Many committee reports are missing, but it is evident that such reports were never saved at that period.

Lincoln's first bill was entitled, "An Act to limit the jurisdiction of Justices of the Peace," introduced December 9, 1834; his second was entitled, "An Act to authorize Samuel Musick to build a toll bridge across Salt Creek in Sangamon County," introduced December 15, 1834. Proud though the State may be that she has these invaluable papers of Lincoln, there is no place where the archives of the State show the need for an archivist as badly as here.

These papers of the General Assembly were found in a vault under the east steps of the State House, where drippings from many years'



rain had soaked through the ceiling. The papers were correctly and carefully filed and labelled, and then because no one had time or thought for them they were neglected. Another illustration shows the condition in which many of these papers were found—the filing boxes rusted and stuck onto the papers, the papers themselves so mildewed and chewed by roaches that it will take months of painstaking work to repair them, while the ink has so faded that even after repair many will be illegible. The years representing Lincoln's period are unfortunately among papers in the worst condition so it has been necessary to refuse access to these documents until this repair work can be finished. It should be stated here, however, that these conditions have been due, not to indifference, for there has always been a tradition of pride in the care of Illinois archives which cannot be said of many states; these conditions are the direct result of the crowding and increase of work which have made it impossible to care for these documents as they should have been cared for.

#### LOCAL RECORDS.

Everything that can be said concerning the importance of proper care for State archives applies with double emphasis to county and other local records, because these records come so much closer to the life of the people. Every man and woman has more or less business at the county court house. The county archives are a vast and so far practically untapped source for the social historian. Only a few examples of the sort of material to be found in the court houses can be mentioned here, but they will suffice perhaps to indicate in a small measure the importance of the subject.

The most vitally important of these records, of course, are the land records, and their value is so obvious that all counties take especial care of them. Other records, particularly the older records in the county and circuit clerks' offices, have a great value for the social historian, but for the most part have little legal value. For instance, the old county commissioners' books are of great interest as showing how pioneer society was organized, for in the old county commissioners were combined all the elements of political organization: they laid out roads, licensed ferries, toll bridges, taverns and peddlers, they registered cattle brands, apprentices, "negro servants and free persons of color," they regulated the fencing of fields, and they acted as the first courts of justice. Also in the county records are to be found the early vital records so valuable not only to the genealogist but also to the student of population movement in the United States. Compulsory registration of births and deaths in Illinois came late, but the county records contain good substitutes in probate records, marriage records, naturalization records, tax lists, election poll books and census schedules.

Important as these county and other local records obviously are, there is not a single county which can be said to have taken anything like adequate steps to ensure their preservation. As in the State House, so in the county court houses, the vaults are overflowing with "live records," and in most counties the financial burden of caring for these older records is prohibitive. The State Historical Library sponsored an

In testimony whereof, we have hereunto set  
 under our names.

Edw. B. Thomas President of the Convention and  
 representative from the county of St. Clair.

St. Clair County

John McPerry  
 James Brown Jr.

Randolph County

George Fisher  
 Chas. West Nance

Madison County

A. Topham  
 J. W. Brooks

Abraham Richards

William County

Michael Long  
 L. J. White

Stephen Fairbank

Johnson County

Hezekiah West  
 J. H. Mans. M. J. Dyer

Edwards County

Edw. G. G. G.  
 Levi Compton

White County

W. H. H. H.  
 William H. H. H.

Monroe County

Edw. G. G. G.  
 W. H. H. H.

Rich. County

Samuel G. G. G.  
 Thomas G. G. G.

Jackson County

Edw. G. G. G.  
 Thomas G. G. G.

Granford County

Joseph H. H. H.  
 Edw. G. G. G.

Grand County

Edw. G. G. G.  
 Thomas G. G. G.

Union County

William G. G. G.  
 John H. H. H.

Washington County

Andrew H. H. H.

Franklin County

John H. H. H.  
 Thomas H. H. H.

and.

W. H. H. H.

Secretary of the Convention



inventory survey of extant county records, which was published in 1915 (see its Collections, Vol. 12). Conditions at that time were bad enough; since then an accumulation of additional records for fifteen years has served to intensify the congestion. These old local records, especially those of the older counties, are of State-wide interest. Centralization of county records at the state capitol as is done in some of the eastern states, notably Connecticut and North Carolina, is impracticable for a state as large as Illinois, because most of the records must be accessible for the use of local attorneys, abstract men and local officials. The problem of adequate housing for the bulk of the county records must be solved somehow by the local authorities. In the meantime, however, such records as have a particular historical value should be sent to Springfield for safekeeping, and if they be records subject to frequent use the State Archives Division will replace them certified photostatic copies without expense to the counties. There have been too many fires and too many records destroyed through neglect or carelessness for any county board to take the risk of the destruction of irreplaceable historical memorials. Even though such documents may be at present kept in fireproof vaults, or there may be too much sentiment against their removal from the county, the State Archives Division wishes the privilege of making copies, not only as an additional safeguard against possible destruction, but also to centralize the source material for the history of the State for the benefit of those who cannot visit the various county seats. In other words, the State Archives Division cannot materially add to the efficiency of local officials in the way of increasing their storage facilities, as it is doing for State officials, but it can and will cooperate with them in ensuring the safeguarding and preservation of such records as have historical value. Correspondence with county, township and city boards and officials on all matters relating to the filing, preservation and housing of their records is earnestly solicited.

RECORDS ON DEPOSIT IN THE STATE ARCHIVES DIVISION—  
JANUARY 1, 1930. .

I. Secretary of State.\*

A. Accounting Department (created 1927).

1. Cashier's fee slips, 1927-date.

B. Bookkeeping records.

1. Cash books, fee books, journals, pay rolls and other bookkeeping records.
2. Vouchers, 1832-date.

C. Anti-trust Department, 1891-1919.

1. Records of fees, 1914-1919.
2. Records of anti-trust affidavits and annual reports, 1914-1919.

D. Automobile Department.

Permitted by law to destroy records when five years old.

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\* Except where otherwise noted all records of the Secretary of State's office, including those of the General Assembly and Governor through December 31st of each year, are transferred to the Archives Division annually in January.



- E. Buildings and grounds, parks, memorials, etc.  
 Papers relating to building, repair, purchase, etc., of State buildings, parks and memorials.  
 Title deeds for real estate owned by the State are on file in the Secretary of State's vaults in the State House.
- F. Census records.
  - 1. State census, 1818, 1820, 1835, 1840, 1845, 1855, 1860, 1865.
  - 2. Federal census, 1820 (photostatic copy). Manufacturing and agricultural schedules (MS), 1850, 1860, 1870, 1880.
- G. Constitutional records.
  - 1. Constitutions of 1818, 1848 and proposed constitutions of 1862 and 1922. Constitution of 1870 in Secretary of State's vaults in State House.
  - 2. Constitutional convention journals and papers. Original journal of 1818 convention destroyed by fire in 1823. Replaced in files by reprint.
- H. Contracts.
  - 1. Records of contracts, particularly for printing, stationery and fuel.
  - 2. Proceedings and records of Commissioners of State Contracts.
- I. Corporation Department.  
 Prior to 1871 all corporations were chartered by special legislative act. See enrolled bills for these charters. Charters and other papers affecting the legal status of each corporation and annual reports prior to 1910 are on file in the Corporation Department. Correspondence filed with other correspondence of Secretary of State. Other records of the Department have been transferred to the Archives Division as follows:
  - 1. Annual reports, 1910-1929. (Reports of the current and preceding years on file in Corporation Department.)
  - 2. Bound record books.
  - 3. Fee books.
  - 4. Index cards (non-current).
  - 5. Statements of incorporation (organization not completed).
  - 6. Miscellaneous records.
- J. Court of Claims. Created 1917.
  - 1. Records of closed cases.
- K. Election records, 1818-date.
  - 1. Abstracts of proclamations of State Canvassing Board, etc.
  - 2. Record volumes.
  - 3. Petitions for nomination may be destroyed after two years and are not filed in the Archives Division.

## S. NO. 1.

## A BILL

*Providing for the establishment of Free Schools.*

To enjoy our rights and liberties, we must understand them: their security and protection ought to be the first object of a free people; and it is a well established fact, that education is an indispensable part of the enjoyment of civil and political freedom, which cannot both virtuous and enlightened: and believing that the advancement of literature always has been, and ever will be, the means of developing more fully the rights of man; that the mind of every citizen in a republic is the common property of society; and that education the basis of its strength and happiness: it is therefore considered the peculiar duty of a free government like ours, to encourage and extend the improvement and cultivation of the intellectual faculties of the whole: Therefore,

Sec. 1. Be it enacted by the People of the State of Illinois represented in the General Assembly, That there shall be established a common school or schools in each of the counties of this state, where such children and youths every class of white children between the ages of five and eighteen years.

Sec. 2. Be it further enacted, That the county commissioners' power shall, from time to time, from year to year, divide in their respective counties, wherever a school may be required for that purpose, the number of the qualified white children and youths between the ages of five and eighteen years, who shall be of legal age, and who, respectively, shall be of the age of five and eighteen years.

Sec. 3. Be it further enacted, That the high school in each district be established as a school, and shall be kept open at any time thereafter, by giving the high school master of the State and county of holding the same; at which meeting they may proceed by ballot to elect three trustees, one clerk, one treasurer, one assessor, and one collector, who shall respectively take an oath of office faithfully to discharge their respective duties.

Sec. 4. Be it further enacted, That it shall be the duty of the trustees in organizing the schools in their respective districts, to examine and employ teachers, to lease all land belonging to the school in all meetings of the voters whenever they shall deem it expedient, or in any time within a term of six months by five legal voters, by giving to each one at least five days notice of the fact and place of holding the same, appointing one person to be the clerk, and another to be the assessor, and another to be the collector, to make an annual report to the county commissioners of the number of children living within the bounds of each district between the ages of five and eighteen years, and what number of them are actually sent to school, with a certificate of the time a school is held up in the district, with the probable expense of the same.

Sec. 5. Be it further enacted, That each and every school district, when established and organized, shall be, and they are hereby, constituted a body politic and corporate, so far as to organize and maintain within on any agreement made with any person or persons for the maintenance

- L. License and registration of nurses, peddlers, engineers, etc., 1912.  
See also Registration and Education Department.
- M. Securities Department. Created 1917.  
Records of closed cases.
- N. Trade-marks.
- II. General Assembly, 1812-date.\*
  - A. Original house and senate journals.
  - B. Bills and resolutions.
    - 1. Original, engrossed and amended bills.
    - 2. Vetoed bills and veto messages.
    - 3. The enrolled bills are filed in the Secretary of State's vaults in the State House.
    - 4. House and senate bill record books.
  - C. Reports of special legislative committees and commissions.
  - D. Council of Revision. Proceedings and records, 1818-1847.
  - E. Miscellaneous papers.
- III. Governor\* (Executive Records).
  - A. Correspondence.
    - 1. Letter books, 1811-1900. Series incomplete.
    - 2. Miscellaneous correspondence, 1809-1900.
  - B. Criminal records.
    - 1. Pardon and parole cases.
    - 2. Restorations to citizenship, commutations of sentence, etc.
    - 3. Extradition papers: requisitions and petitions for requisition, messenger's warrants, etc.
    - 4. Convict registers, miscellaneous records relative to prisons, etc.
  - C. "Executive Record," the diary of official acts of the Governor, 1809-1907, with accompanying "Executive File" of miscellaneous papers, 1790-date.
  - D. Internal improvement records and State indebtedness; State bank, etc.  
Records of Board of Public Works; of the Fund Commissioners; Canal Commissioners; State debts to 1861; State bank; roads, etc.
  - E. Land records.
    - 1. Records on lands owned or sold by the State.
      - a. Certificates of purchase.
      - b. Swamp lands.
      - c. Records of patents issued. Record volumes and also recorded in "Executive Record."
    - 2. Title deeds to State property are filed in Secretary of State's vaults in State House.

For supplemental records on State lands and lands sold by the federal government, consult records in the office of the Auditor of Public Accounts.

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\* Except where otherwise noted all records of the Secretary of State's office, including those of the General Assembly and Governor through December 31st of each year, are transferred to the Archives Division annually in January.

An act providing for the establishment of  
Free Schools.

To enjoy our rights and liberties, we must understand them: their security and protection ought to be the first object of a free people and it is a well established fact that no nation has ever attained in the enjoyment of civil and political freedom, which was not both virtuous and enlightened; and believing that the advancement of literature always has been, and ever will be the means of developing more fully the rights of man, that the mind of every citizen in a republic is the common property of society, and constitutes the basis of its strength and happiness, it is therefore considered the peculiar duty of a free government like ours to encourage and extend the improvement and cultivation of the intellectual energies of the whole; Therefore,

Sec. 1. Be it enacted by the people of the State of Illinois, represented in the General Assembly, That there shall be established a common school or schools in each of the counties of this State, which shall be open and free to every class of white children between the ages of four and twenty-one, and provide that persons over the age of twenty-one years may be admitted into such schools and may as the trustees of the school district may determine.

Sec. 2. Be it further enacted, That the county commissioners or courts shall of course have the right to form school districts in their respective counties, whenever a petition is presented for that purpose, by a majority of the qualified voters residing in such school districts.

- F. Records of State and county officers.
  - 1. Certificates of qualification.
  - 2. Notary public bonds, petitions and record books.
  - 3. Justices of the peace, police magistrates, etc. Record volumes.
  - 4. Records of State and County officers. Bonds on file in Secretary of State's vaults in State House.
- G. Reports by State institutions and officers. Miscellaneous file, incomplete for period 1899-date.
- H. County clerk's reports on persons committed to State institutions.
- I. Miscellaneous vouchers, records of appointments, etc.
- IV. Department of Trade and Commerce. General office (created 1917).
  - A. Miscellaneous office file, 1917-24.
    - Includes attorney general's opinions, powers of attorney, court summons and briefs, inventories, licenses, division reports, vouchers, etc.
- V. Department of Trade and Commerce.\* Insurance Department (created a separate department 1893; prior to that a division of office of Auditor of Public Accounts).
  - A. "Official papers," 1930.
    - Papers having to do with legal status of insurance companies, foreign and domestic, charters, permits to do business in State, etc.
  - B. Correspondence.
    - 1. Letter books, 1869-1911.
    - 2. Correspondence files, 1893-1930.
  - C. Agents' license records, 1889-1930.
  - D. Miscellaneous files.
    - 1. Companies in process.
    - 2. Rates and premium classification.
    - 3. Actuarial records.
    - 4. Reports from insurance companies to auditor, 1854-1892.
    - 5. Charters and by-laws.
    - 6. Examination reports.
    - 7. Valuation papers.
    - 8. Advertisements.
    - 9. Affairs with other states.
    - 10. Other miscellaneous records.
- VI. Department of Registration and Education (created 1917).
  - A. All correspondence, 1917-30.
    - Transferred annually.
- VII. Department of Public Welfare. Division of Pardons and Paroles.
  - A. All pardon records to date on file. (See Governor Criminal Records.)

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\* Eventually all permanent records of the Insurance Department are to be transferred to the Archives Division, to date, in January of each year. The principal records still in the Insurance Department vaults are the bound records of annual reports from insurance companies.

House-keeper to value the same; and if they can  
 not agree, it shall be their duty to choose a third,  
 and all such valuation shall be binding.

Thomas Mathew  
 Speaker of the House of Representatives.

Adolphus V. Hubbard  
 Speaker of the Senate.

Approved by the  
 Council of Revision

January 15, 1825

Edward Coles



## COUNTY RECORDS.

- I. Bureau County records.
  - County superintendent of schools.
  - Plats and certificates of purchase for Bureau County school lands.
- II. Fayette County records.
  - A. Administrators' accounts, 1858.
  - B. Birth certificates, 1879-99; death certificates, 1879-87.
  - C. Bonds, 1821-59. Oaths of office, 1827-70.
  - D. Cash book, 1858, 1860.
  - E. Collector's book, 1854.
  - F. County commissioner's court. Papers, 1849-60.
  - G. Docket books (justices of the peace and probate justices of the peace, 1827-79).
  - H. Estray records.
    - I. Miscellaneous, 1820-60.
    - J. Fee books, 1831-60.
  - K. Grand and petit juror lists, 1847-58.
  - L. Land records.
  - M. Marks and brands, 1827-70.
  - N. Marriage records (photostatic copy).
  - O. Road records.
  - P. Sheriff's records, etc.
  - Q. Tax list, 1826 (photostat). Tax records.
  - R. Treasurer's papers.

## OTHER STATE RECORDS OF ILLINOIS.

In a pamphlet of this size it is impossible to give an inventory or even an adequate description of the records which have not as yet been transferred to the State Archives Division. An inventory survey of State records, "Archives of the State of Illinois," by C. W. Alvord and T. C. Pease, was published in the annual report of the American Historical Association for 1909, p. 383-463; and a survey of county records, "The County Archives of the State of Illinois," by T. C. Pease, as Volume 12 of the Illinois Historical Collections of the Illinois State Historical Library in 1915. Although somewhat out of date, both are still useful in locating and describing the older archives.

Outside the State Archives Division, an inventory of the records of which is appended, the largest and most valuable repository of State records is the office of the Auditor of Public Accounts. Besides a series of records of great historic interest accumulated in the regular course of its business, including tax records, public improvement records, Civil War records, records of State finance, bank records, and State land records, this office contains the basic land records for Illinois. When the federal land offices in this State were abandoned, Congress directed that all records of United States surveys and of land entries should be deposited by them with the State of Illinois, and these records are now in the Auditor's office. Indexing of these records was undertaken by the auditor several years ago, and they are exceptionally well housed in vaults especially built and designed for them.

A smaller but historically very important body of records is to be found in the office of the Adjutant General. They are adequately de-

To have the jurisdiction of justices of  
 the peace in the same as the people of the State of  
 Illinois represented in the General Assembly.  
 That hereafter justices of the Peace shall not  
 exercise jurisdiction of any civil action  
 brought in the jurisdiction which they may  
 have or may have or in which the contest  
 in which suit is brought was made and entered  
 into or made payable any thing in former law  
 to the contrary notwithstanding.  
 This act to be in full force and effect  
 from and after the  
 first day of June next.

Facsimile of first bill introduced in the legislature by Abraham Lincoln.

Resolved that the Committee on Education  
 be instructed to prepare and the expediency of  
 providing by law for the education of the poor  
 of this State, offering them a liberal educa-  
 tion that no such thing has ever been done  
 before in this State and that it is the duty  
 of the State to provide for the education of the  
 poor by the State or otherwise.

A Lincoln Manuscript.

scribed in the inventory mentioned above. To this list should, of course, be added the Mexican border, World War and soldiers' bonus board records, also the records of the bureau which compiles data on the burial places of soldiers in Illinois. The muster rolls and similar records are in constant demand by genealogists and others, and the department has from time to time issued a number of useful compilations of service records.

The canal office at Lockport contains the bulk of the extant material on the old Illinois and Michigan Canal; maps, surveys, land records and other engineering records. The building in which they are stored is not fireproof and the records should be removed to Springfield.

The Supreme Court records are well indexed and housed in good vaults in the Supreme Court Building.

The archives of the Department of Public Welfare contain much material of great interest on early State charitable institutions, particularly the records of the Rev. Frederick Wines, who with Dorothea Dix was the great pioneer in hospitalization for the insane. These records are inaccessible housed in inadequate storerooms and will probably soon be transferred to the Archives Division, where they properly belong.

The entire sixth floor of the new wing of the Centennial Building is given over to file rooms, which will somewhat relieve the present congestion of the current files of the departments moving into that wing, especially the Highway Department, the Commerce Commission and the Trade and Commerce Commission. No State records, with the possible exception of those of the auditor's office, not even excepting those in the State Archives Division, can be truthfully said to be housed safely. The cost of replacing the records of one office alone, in case of fire, would provide for a building suitable for the storage of all of the State's archives for years to come. It is to be hoped that the State of Illinois will provide for such protection before its State House and records go the way of those of New York State, Missouri, West Virginia and North Dakota, not to speak of numerous county court houses and town halls.

## LAWS AFFECTING ARCHIVES IN THE STATE OF ILLINOIS.

### STATE RECORDS.

AN ACT to revise the law in relation to the State Library. Approved February 25, 1874. (Smith-Hurd. Illinois revised statutes. 1929. Chap. 128.)

§2. *Divisions established.* He [Secretary of State as State librarian] shall establish in the State Library a General Library Division, a Library Extension Division, an Archives Division and such other divisions as he may deem necessary or advisable. The heads of all divisions in the State library shall be exempt from the provisions of any civil service law, now or hereafter in force. (As amended by act approved June 20, 1921.)

§12a. *State officials may turn over documents to Archives Division.* Any official of the State of Illinois may turn over to the State librarian, with his consent, for permanent preservation in the Archives Division, any official books, records, documents, original papers, or files, not in current use in his office, taking a receipt therefor. (Added by act filed July 13, 1925.)

Sec 1. Be it enacted by the people of the State of Illinois, represented in the General Assembly, That Paulen Harrison John Wiley and Sandy James be and they are hereby appointed commissioners to view mark and permanently locate a road of the State road, leading from Springfield to Warsaw commencing to Lewisdon in Adams county and between Springfield and George G. Williams ferry on the Chicago river

Sec 2. These commissioners or a majority of them shall meet at the town of Springfield on the second Monday in March next or as soon thereafter as practicable and after being duly sworn by some official authorized to administer oaths, shall proceed to perform the duties required of them by this act, and it is much as possible the injury of private property.

Sec 3. The said commissioners shall as soon thereafter as convenient cause to be filed with the clerk of the county commissioners court of the county of Sangamon a report and complete map of said road which report and map shall be preserved and shall form a part of the records of said court. Said road when established shall be kept in repair as other State roads are.

Sec 4. The said commissioners and of Sangamon county shall also to said commissioners duty the county treasury such compensation as the State shall see just and reasonable.

Passed at Springfield 21st Feb 1835

A. Pickitt Clerk

## LOCAL RECORDS.

AN ACT to provide for the better preservation of official documents and records of historical interest. Approved June 9, 1897; as amended by act approved May 25, 1907. (Smith-Hurd Illinois revised statutes. 1929. Chap. 128, §18.)

18. *County may transfer original records to State Historical Library—Copies.* §1. Be it enacted by the People of the State of Illinois, represented in the General Assembly: The board of supervisors or board of county commissioners, as the case may be, of every county, and the city council or board of trustees of every city, town or village in this State may, by order or resolution, authorize and direct to be transferred to the Illinois State Historical Society, the Illinois State Historical Library or to the State University Library at Urbana, Illinois, or to any historical society duly incorporated and located within their respective counties, such official papers, drawings, maps, writings and records of every description as may be deemed of historic interest or value, and as may be in the custody of any officer of such county, city, town or village. Accurate copies of the same when so transferred shall be substituted for the original when in the judgment of such county board, city council or board of trustees the same may be deemed necessary.

19. *Duty of officers having control of papers.* §2. It shall be the duty of the officer or officers having the custody of such papers, drawings, maps, writings and records to permit search to be made at all reasonable hours and under their supervision for such as may be deemed of historic interest, and whenever so directed by the board of supervisors or county board, city council or board of trustees of such county, city town or village in the manner prescribed in the foregoing section to deliver the same to the trustee, directors or librarian or other officer of the library or society designated by said board of supervisors or county board, city council or board of trustees, as the case may be.

20. *Appropriations.* §3. The board of supervisors, county board, city council and board of trustees of the several counties, cities, towns and villages in this State shall have the power to make reasonable appropriations from their respective revenues for the purpose of carrying the provisions of this act into effect.

## BIBLIOGRAPHY ON ILLINOIS ARCHIVES.

*General:*

Alvord, C. W., and Pease, T. C. The archives of the State of Illinois. (In American Historical Association. Annual report, 1909; p. 379-463.)

Alvord, C. W. Eighteenth century French records in the archives of Illinois. (In American Historical Association. Annual report, 1905; vol. 1, p. 353-366.)

Alvord, C. W. The finding of the Kaskaskia records. (In Illinois State Historical Library. Publications, no. 11, p. 27-31.)

Green, E. B. The plans of the Illinois State Historical Library with special reference to the care of the public archives. (In Illinois State Historical Society. Journal, vol. 6, p. 206-213.)

Resolved by the General Assembly of the State of Illinois that the said State propose to purchase of the government of the United States, all the lands, not sold or otherwise disposed of within the limits of said State, at the rate of twenty five cents per acre, to be paid (unless otherwise agreed upon) at such time as the said government of the United States shall deliver over to the authorities of the State of Illinois all the plats, field notes &c. pertaining to the surveys of said lands.

Resolved, that the faith of the said State of Illinois is hereby irrevocably pledged, to carry into effect the foregoing proposal, if the government of the United States shall accept the same within two years from the passage hereof.

Resolved, that our Senators in Congress be instructed and our Representatives requested, to use their best exertions to procure the passage of a law or resolution of Congress accepting the foregoing proposal.

Resolved that the Governor be requested to transmit a copy of the foregoing resolution, to each of our Senators and Representatives in Congress.

Illinois. State Library. Archives Division. Biennial report, 1922-date. (In Illinois. Secretary of State. Biennial report, 1922-date.)

Illinois. Secretary of State. Blue book. Illustrated articles on the Archives Division are to be found in each issue, 1923-24-date.

Leland, W. G. Report on the public archives and historical interests of the State of Illinois, with special reference to the proposed education building. (In Illinois State Education Building Commission. Report to the forty-eighth General Assembly, 1913, p. 11-57.)

Norton, M. C. The archives department as an administrative unit of government. (In American Library Association. Proceedings, 1930; p. 563-567; National Association of State Libraries. Papers and proceedings, 1930, p. 44-48.)

Pease, T. C. The county archives of the State of Illinois. Springfield, 1915. (Illinois State Historical Library. Collections, vol. 12.)

Pease, T. C. The county records of Illinois. (In Illinois State Historical Society. Journal, 1915, vol. 7, p. 374-378.)

Pease, T. C. The problem of archive centralization with reference to the local conditions in a middle western state. Read at the meeting of the American Historical Association, 1916. Not yet published.

#### *State Publications:*

Bowker, R. R., ed. State publications, pt. 2, N. Y., 1902. Illinois, p. 229-249.

Buck, S. J., comp. Territorial and state laws, 1788-1913. (In Illinois Historical Collections, 1914, vol. 9, p. 389-426.)

Hasse, A. R. Index of economic material in documents of the United States: Illinois, 1809-1904. Washington, Carnegie Institution of Washington, 1909.

Massachusetts. State library. Hand-list of legislative sessions and session laws, statutory revisions, compilations, codes, etc., and constitutional conventions of the United States and its possessions and of the several states to May, 1912 . . . [Boston, 1912].

U. S. Library of Congress. Monthly list of state publications. Washington, 1910-date.

#### *Archives in print:\**

##### *Territorial Period—*

##### *Laws.*

Buck, S. J., comp. Territorial and state laws, 1788-1913. (In Illinois State Historical Library. Collections, vol. 9, p. 389-426.)

Pease, T. C., ed. Laws of the Northwest Territory, 1788-1800. (Illinois State Historical Library. Collections, 1925, vol. 17.)

Philbrick, F. S., ed. Laws of Indiana Territory, 1801-1809. (Illinois State Historical Library. Collections [1930], vol. 21.)

James, E. J. Information relating to the territorial laws of Illinois passed from 1809 to 1812. Springfield, 1899. (Illinois State Historical Library. Publications, no. 2.)

\* Exclusive of regular state publications.

Alvord, C. W., ed. *Laws of the territory of Illinois, 1809-1811*. Springfield, 1906. (Illinois State Historical Library. Bulletin, vol. 1, no. 2.)

Territorial laws, 1812-1817-18, reprinted as follows: 1812, 1813, 1814. Boston, F. E. Chipman, 1920, three volumes, 1815-16, 1816-17, 1817-18. Springfield, The State, 1898, three volumes.

*Territorial Period—*

Illinois State Historical Library. Collections:

Vol. 2. Cahokia records, 1778-1790. Ed. by C. W. Alvord. Springfield, 1907.

Vol. 5. Kaskaskia records, 1778-1790. Ed. by C. W. Alvord. Springfield, 1909.

Vol. 8, 19. George Rogers Clark papers, 1771-1784. Ed. by J. A. James. Springfield, 1912, 1926.

Vol. 10-11, 16. British series, 1763-1769. Ed. by C. W. Alvord and C. E. Carter. Springfield, 1915-16, 1921.

Illinois State Historical Library. Publications:

No. 3. James, E. J., ed. *The territorial records of Illinois*. Springfield, 1901. Contents: *The executive register, 1809-1818*; *Journal of the Executive Council, 1812*; *Journal of the House of Representatives, 1812*.

No. 9. Eschmann, C. J., ed. and tr. *Kaskaskia church records [1692-1721]*. Springfield, 1904, p. 394-413.

*State Period.\**

Adjutant General:

Record of the services of Illinois soldiers in the Black Hawk War, 1831-32, and in the Mexican War, 1846-48. Springfield, 1902.

Report, containing reports for the years, 1861-1865, revised. Springfield, 1900-1901. Eight volumes. (Roster of officers and enlisted men.)

Report, containing the complete muster-out rolls of the Illinois volunteers who served in the Spanish-American War, 1898 and 1899. Springfield, 1902-04. Five volumes.

Roster of the Illinois National Guard on the Mexican border, 1916-1917. [Springfield, 1928.]

Roster of the Illinois National Guard and Illinois Naval Militia as organized when called by the president for World War service, 1917. [Springfield, 1929.]

State Historical Library. Collections:

Vol. 4. *The governors' letter books, 1818-1834*. Ed. by E. B. Greene and C. W. Alvord. Springfield, 1909.

Vol. 7. *The governors' letter books, 1840-1853*. Ed. by E. B. Greene and C. M. Thompson. Springfield, 1911.

Vol. 13. *Illinois constitutions*. Ed. by E. J. Verlie. Springfield, 1919.

Vol. 14. *The constitutional debates of 1847*. Ed. by A. C. Cole. Springfield, 1919.

Vol. 18. *Illinois election returns, 1818-1848*. Ed. by T. C. Pease. Springfield, 1923.

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\* Exclusive of regular state publications.





BIENNIAL REPORT  
OF  
**Secretary of State**  
OF THE  
State of Illinois

---

~~EDWARD J. HUGHES~~  
WILLIAM J. STRATTON, Secretary of State  
~~SECRETARY OF STATE.~~



EDWARD J. HUGHES  
SECRETARY OF ST

Fiscal Years Beginning October 1, 1930, and Ending  
September 30, 1932

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**LETTER OF TRANSMITTAL**

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STATE OF ILLINOIS,  
OFFICE OF SECRETARY OF STATE,  
*Springfield, October 31, 1932.*

To His Excellency, **HON. LOUIS L. EMMERSON**,  
*Governor of Illinois.*

DEAR SIR: In compliance with Section 16 of Chapter 124, Hurd's 1929 Revised Statutes, and Section 21 of Article V of the Constitution, I have the honor to submit herewith my biennial report as Secretary of State, including the reports of the various departments of the office, the Illinois State Library, Library Extension Division and Archives Division. This report covers the biennial period from October 1, 1930, to September 30, 1932.

Very respectfully,

**EDWARD J. HUGHES**  
*Secretary of State*  
**SECRETARY OF STATE**  
*Secretary of State.*

# SECRETARIES OF STATE.

FROM 1818 TO 1932

Name.	Date of commission or qualification.	From what county.	Remarks.
Elias Kent Kane, Dem.....	Oct. 6, 1818	Kaskaskia....	Resigned Dec. 16, 1822.
Samuel D. Lockwood, Dem.....	Dec. 18, 1822	Madison.....	Resigned April 2, 1823.
David Blackwell, Dem.....	Apr. 2, 1823	St. Clair.....	Resigned Oct. 15, 1824.
Morris Birkbeck, Dem.....	Oct. 15, 1824	Edwards.....	Resigned Jan. 15, 1825.
George Forquer, Dem.....	Jan. 15, 1825	Sangamon....	Resigned Dec. 31, 1828.
Alexander P. Field, Dem.....	Jan. 30, 1829	Union.....	Removed Nov. 30, 1840.
Stephen A. Douglas, Dem.....	Nov. 30, 1840	Morgan.....	Resigned Feb. 27, 1841.
Lyman Trumbull, Dem.....	Mar. 1, 1841	St. Clair.....	Removed Mar. 4, 1843.
Thompson Campbell, Dem.....	Mar. 6, 1843	Jo Daviess....	Resigned Dec. 23, 1846.
Horace S. Cooley, Dem.....	Dec. 23, 1846	Adams.....	Appointed by Governor French
Horace S. Cooley, Dem.....	Jan. 8, 1849	Adams.....	Elected under Constitution of 1848. Died April 2, 1850.
David I. Gregg, Dem.....	Apr. 2, 1850	Cook.....	
Alexander Starne, Dem.....	Jan. 10, 1853	Pike.....	
Ozias M. Hatch, Rep.....	Jan. 12, 1857	Pike.....	
Ozias M. Hatch, Rep.....	Jan. 14, 1861	Pike.....	
Sharon Tyndale, Rep.....	Jan. 16, 1865	St. Clair.....	
Edward Rummel, Rep.....	Jan. 11, 1869	Peoria.....	
George H. Harlow, Rep.....	Jan. 13, 1873	Tazewell.....	
George H. Harlow, Rep.....	Jan. 8, 1877	Tazewell.....	
Henry D. Dement, Rep.....	Jan. 17, 1881	Lee.....	
Henry D. Dement, Rep.....	Jan. 30, 1885	Lee.....	
Isaac N. Pearson, Rep.....	Jan. 14, 1889	McDonough...	
Wm. H. Hinrichsen, Dem.....	Jan. 10, 1893	Morgan.....	
James A. Rose, Rep.....	Jan. 11, 1897	Pope.....	
James A. Rose, Rep.....	Jan. 14, 1901	Pope.....	
James A. Rose, Rep.....	Jan. 9, 1905	Pope.....	
James A. Rose, Rep.....	Jan. 18, 1909	Pope.....	Died May 23, 1912.
Cornelius J. Doyle, Rep.....	June 3, 1912	Greene.....	Appointed by Gov. Deneen.
Harry Woods, Dem.....	Feb. 3, 1913	Cook.....	Died Oct. 12, 1914.
Lewis G. Stevenson, Dem.....	Oct. 13, 1914	McLean.....	Appointed by Gov. Dunne
Louis L. Emmerson, Rep.....	Jan. 8, 1917	Jefferson.....	
Louis L. Emmerson, Rep.....	Jan. 10, 1921	Jefferson.....	
Louis L. Emmerson, Rep.....	Jan. 12, 1925	Jefferson.....	
William J. Stratton, Rep.....	Jan. 14, 1929	Lake.....	

## REPORT OF SECRETARY OF STATE State of Illinois

Springfield, October 1, 1932.

Biennial report of the office of Secretary of State for the period beginning October 1, 1930, and ending September 30, 1932.

Fees collected by William J. Stratton, Secretary of State, from October 1, 1930, to and including September 30, 1932:

### MISCELLANEOUS FEES ACCOUNT

Collections Foreign Corporations.....	\$ 2,262,741.07
Collections Domestic Corporations.....	5,023,702.04
Collections Executive Department.....	59,468.05
Collections Index Department.....	1,084.10
Collections Securities Department.....	148,003.40
<b>Total Miscellaneous Fees Account.....</b>	<b>\$ 7,494,978.66</b>
Total amount refunded for excess fees, dishonored checks, protest and enjoined fees.....	142,182.58
<b>Net Miscellaneous Fees Account.....</b>	<b>\$ 7,352,796.08</b>
This amount, covered by surety bond, was deposited in Waukegan State Bank, which failed, and is now in judgment in the Circuit Court of Lake County pending appeal.....	\$ 10,000.00
	<b>\$ 7,342,796.08</b>
Total amount of interest earned on daily balances from October 1, 1930, to September 30, 1932:	
Miscellaneous Fees Account.....	\$ 4,049.51
Enjoined Fees—Miscellaneous Account.....	8,328.43
Automobile Fees Account.....	18,513.02
Enjoined Fees—Auto Fees Account.....	129.89
	<b>\$ 25,920.65</b>
Total collections for Rent, Waste Paper, Misc. Sales.....	2,674.36
Net balance of Miscellaneous Fees and Interest collected by William J. Stratton, Secretary of State, and turned into the State Treasury by him for credit to the General Fund.....	<b>\$ 7,371,391.09</b>

### MOTOR VEHICLE FEES

Collections Motor Vehicle, Chauffeur Licenses, etc., (Springfield Office)	\$35,383,671.54
Collections Chauffeur Licenses (Chicago Office).....	274,186.50
<b>Total collections for Motor Vehicle, Chauffeur Licenses, etc.....</b>	<b>\$35,657,858.04</b>
Total amount refunded for excess fees, dishonored checks, etc...	177,705.76
<b>Net balance .....</b>	<b>\$35,480,152.28</b>
This amount, covered by surety bond, was deposited in Waukegan State Bank, which failed, and is now in judgment in the Circuit Court of Lake County pending appeal.....	5,000.00
<b>Net balance of motor vehicle and chauffeur license fees turned into State Treasury by William J. Stratton, Secretary of State, for credit to the Road Fund.....</b>	<b>\$35,475,152.28</b>
Protested and enjoined fees.....	\$ 183,877.82

### RECAPITULATION

Recapitulation showing receipts from all sources for the biennial period from October 1, 1930, to September 30, 1932:

To General Fund.....	\$ 7,371,391.09
To Road Fund.....	35,475,152.28
<b>Net amount paid into State Treasury by William J. Stratton, Secretary of State.....</b>	<b>\$42,846,543.37</b>

Year	Fees	Auto	Trucks	Motor-cycle	Chauffeur	Dealer	Tractor	Trailer
1911.....	\$ 105,344.28	38,269.....	4,346.....	8,162.....	874.....			
1912.....	375,716.22	68,012.....	9,238.....	12,183.....	1,041.....			
1913.....	507,134.77	94,646.....	14,852.....	17,827.....	1,198.....			
1914.....	703,403.70	131,140.....	18,832.....	22,995.....	1,458.....			
1915.....	924,905.74	180,832.....	24,829.....	33,022.....	2,871.....			
1916.....	1,242,509.85	248,429.....	34,022.....	43,679.....	3,745.....			
1917.....	1,587,772.69	340,292.....	45,696.....	53,123.....	4,960.....			
1918.....	2,762,567.53	389,701.....	64,997.....	69,365.....	6,282.....			
1919.....	3,262,176.57	478,438.....	79,907.....	89,226.....	7,041.....			
1920.....	5,893,586.02	508,762.....	83,441.....	99,724.....	8,214.....			
1921.....	6,776,781.17	633,441.....	99,724.....	122,087.....	9,516.....			
1922.....	7,861,211.21	682,250.....	122,087.....	141,706.....	10,398.....			
1923.....	9,630,367.77	847,005.....	141,706.....	161,234.....	12,349.....			
1924.....	11,513,957.05	981,869.....	161,234.....	176,489.....	14,594.....			
1925.....	12,936,882.63	1,101,943.....	176,489.....	184,564.....	16,548.....			
1926.....	14,047,207.36	1,195,014.....	184,564.....	204,175.....	18,605.....			
1927.....	14,839,693.29	1,264,421.....	190,356.....	209,114.....	20,368.....			
1928.....	15,521,529.88	1,314,003.....	204,175.....	201,509.....	22,883.....			
1929.....	17,087,209.11	1,410,913.....	209,114.....	178,558.....	25,371.....			
1930.....	18,447,246.79	1,429,146.....	201,509.....	198,083.....	28,258.....			
1931.....	18,426,496.74	1,411,261.....	178,558.....	5,174.....				
1932 to Sep. 30.	16,861,850.86	1,303,598.....						

**APPROPRIATION ACCOUNTS**  
**Biennial Report of Appropriation Accounts**  
**Office of the Secretary of State**  
**and**  
**State Library**  
**October 1, 1930, to September 30, 1932**

	Balance Oct. 1 1930	Appropriated by 57th General Assembly	Used from Contingent Fund	Lapsed Oct. 1, 1931	Expended Oct. 1, 1930 to Oct. 1, 1932	Balance Oct. 1, 1932
<b>Office Expenses</b>						
Postage.....	\$115,480.43	\$325,000.00		\$ 188.45	\$268,183.18	\$172,108.80
Freight, Express and Drayage.....	3,663.73	12,000.00		119.65	9,504.23	6,039.85
Telephone & Telegraph.....	734.51	6,000.00		9.83	4,524.65	2,200.03
Office Supplies.....	39.30	2,700.00	\$291.27	13.21	1,511.32	1,506.04
Premiums.....	914.01	8,000.00	204.19	61.01	3,851.83	5,205.36
Rent: Chicago Office.....	2,250.05	15,000.00		1.73	11,253.76	5,994.56
Light: Chicago Office.....	230.64	1,000.00		28.78	642.82	599.04
Telephone & Telegraph: Chicago Office.....	508.61	1,000.00		143.29	876.66	488.66
Supplies: Chicago Office.....	167.03	1,500.00		506.93	177.75	982.35
<b>Total.....</b>	<b>\$123,988.31</b>	<b>\$372,200.00</b>	<b>\$495.46</b>	<b>\$1,072.88</b>	<b>\$300,526.20</b>	<b>\$195,084.69</b>
<b>Repairs and Equipment</b>						
Machinery Repairs.....	\$ 3,476.14	\$ 7,000.00		\$ 69.00	\$ 9,001.90	1,405.24
Elevator Repairs.....	1,183.95	4,000.00		17.02	2,829.81	2,837.12
Plumbing and Heating Repairs.....	967.95	6,000.00		1.50	4,837.29	2,129.16
Building & Roof Repairs.....	16,004.37	30,000.00		.02	37,863.39	8,140.96
Truck & Auto Repairs.....	979.61	3,000.00		15.53	2,659.10	1,804.98
Flags.....	682.65	1,000.00	135.00		1,225.15	592.50
Awnings, Screens and Curtains.....	82.05	1,200.00		1.65	719.00	561.40
Typewriters.....	1,326.25	5,000.00		2.53	4,504.72	1,819.00
Office Furniture.....	11.93	2,500.00	60.75	.13	1,868.56	703.99
Office Equipment.....	64.83	7,000.00		5.49	6,448.23	611.11
Books, Newspapers and Periodicals.....	60.79	3,000.00		59.94	1,246.66	1,754.19
Furniture: Chicago Office.....	400.00	400.00	35.00	100.00	365.50	369.50
Greenhouse Supplies.....	1,437.43	2,500.00		31.03	3,502.19	404.21
Electrical Equipment.....	4,159.67	7,000.00		9.60	8,773.42	2,876.65
Hardware and Building Material.....	395.66	3,000.00		.54	1,923.47	1,471.65
Fire and Safety Equipment.....	692.50	1,000.00		158.10	709.40	825.00
Addressograph Depart- ment Supplies.....	1,626.97	3,000.00		8.01	2,640.72	1,973.24
Photostat.....	88.60	5,000.00		82.83	3,699.51	1,306.26
Ice Machine and Cooling System.....	3,699.25			1.74	3,697.51	
<b>Total.....</b>	<b>\$37,340.60</b>	<b>\$91,600.00</b>	<b>\$230.75</b>	<b>\$564.66</b>	<b>\$98,515.53</b>	<b>\$30,091.16</b>

## APPROPRIATION ACCOUNTS—Continued.

	Balance Oct. 1 1930	Appropriated by 87th General Assembly	Used from Contingent Fund	Lapsed Oct. 1, 1931	Expended Oct. 1, 1930 to Oct. 1, 1932	Balance Oct. 1, 1932
<b>Operation</b>						
Fuel.....	\$ 47,314.57	\$ 50,000.00		\$275.76	\$ 60,741.62	\$ 36,297.19
Oil, waste & gasoline....	3,116.76	5,000.00		13.26	5,909.36	2,194.14
Power plant supplies....	4,069.12	3,000.00		4.26	5,978.67	1,076.20
Water.....	3,492.71	8,000.00		195.87	6,943.00	4,350.84
Gas.....	305.18	600.00		37.20	742.66	125.32
Ice.....	1,411.50	3,000.00		48.33	2,603.74	1,759.43
Laundry.....	1,753.02	9,000.00		2.76	9,227.13	1,523.13
Janitor supplies.....	3,345.11	10,000.00	\$23.04	2.89	10,475.09	2,690.17
Elevator and boiler insurance.....	220.31	2,000.00		2.49	1,217.32	1,000.50
Auto department supplies.....	208,248.99	383,240.00		136.12	419,770.64	171,582.23
Court reports.....	6,192.00	25,000.00			21,684.35	9,507.65
<b>Total.....</b>	<b>\$279,459.27</b>	<b>\$498,840.00</b>	<b>\$23.04</b>	<b>\$721.93</b>	<b>\$545,293.58</b>	<b>\$232,306.80</b>
<b>Salaries and Wages</b>						
Salaries and wages.....	\$516,776.22	\$1,374,280.00		\$25,434.84	\$1,339,703.59	\$525,918.29
Extra help: Office.....	95	45,000.00	\$16,511.32	95	60,505.30	6.02
Extra help: Plant.....	784.00	2,400.00	1,363.17	6.80	4,164.97	375.40
<b>Total.....</b>	<b>\$517,561.17</b>	<b>\$1,421,680.00</b>	<b>\$16,874.49</b>	<b>\$25,442.09</b>	<b>\$1,404,373.86</b>	<b>\$526,299.71</b>
<b>Miscellaneous</b>						
Editing Blue Book.....		\$ 4,000.00			\$ 4,000.00	
Traveling expenses.....	\$ 25,512.97	85,000.00		\$ .19	\$5,997.56	\$ 21,515.22
Telephone exchange.....	14,764.41	55,000.00		2.53	53,834.13	15,927.75
Publishing Notices of Amendment to Constitution.....	26,213.08			4,205.03	22,008.05	
Printing and distribution of Court of Claims Opinions.....	2,000.00	2,000.00		752.00	1,248.00	2,000.00
Paving Along Executive Mansion.....	5,633.92			5,633.92		
Power house tunnel and accessories.....	109,708.85			987.51	108,721.34	
Repairs to Capitol Building.....	193,395.10			21,637.24	171,757.86	
Landscaping and shrubbery, new Centennial Building Grounds.....		2,000.00			2,000.00	
Boiler equipment and repairs.....		20,000.00			13,678.39	6,321.61
Electric wiring system, Capitol Building.....		60,000.00			40,603.75	19,396.25
Repairs to tower, dome and roofs of Capitol Building.....		225,000.00			63,247.93	161,752.07
<b>Total.....</b>	<b>\$377,228.33</b>	<b>\$453,000.00</b>		<b>\$33,218.42</b>	<b>\$570,097.01</b>	<b>226,912.90</b>
Contingencies.....	\$ 11,410.86	\$ 20,000.00		\$ 30.31	\$ 29,004.29	\$ 2,376.26
<b>Summary</b>						
Office expenses.....	\$ 123,988.31	\$ 372,200.00	\$ 495.46	\$ 1,072.88	\$ 300,526.20	\$ 195,084.69
Repairs and equipment.....	37,340.60	91,600.00	230.75	564.66	98,515.53	30,091.16
Operation.....	279,459.27	498,840.00	23.04	721.93	545,293.58	232,306.80
Salaries and wages.....	517,561.17	1,421,680.00	16,874.49	25,442.09	1,404,373.86	526,299.71
Miscellaneous.....	377,228.33	453,000.00		33,218.42	570,097.01	226,912.90
<b>Total.....</b>	<b>\$1,335,577.53</b>	<b>\$3,837,320.00</b>	<b>\$17,623.74</b>	<b>\$61,019.36</b>	<b>\$2,918,806.18</b>	<b>\$1,210,695.26</b>
Contingencies.....	11,410.86	20,000.00		30.31	29,004.29	2,376.26
<b>Total, Office of Secretary of State.....</b>	<b>\$1,346,988.54</b>	<b>\$2,857,320.00</b>	<b>\$17,623.74</b>	<b>\$61,050.29</b>	<b>\$2,947,810.47</b>	<b>\$1,213,071.52</b>



## APPROPRIATION ACCOUNTS—Concluded.

	Balance Oct. 1 1930	Appropriated by 57th General Assembly	Used from Contingent Fund	Lapsed Oct. 1, 1931	Expended Oct. 1, 1930 to Oct. 1, 1932	Balance Oct. 1, 1932
<b>Libraries</b>						
Salaries and wages (all three divisions).....	\$38,290.00	\$102,840.00		\$850.00	\$101,665.00	\$38,615.00
<b>General Library Division</b>						
Extra help.....	\$ 565.77	\$ 2,000.00		\$ .92	\$ 2,039.40	\$ 525.45
Office expenses.....	824.96	3,000.00		3.98	2,342.61	1,478.37
Repairs and equipment.....	1,472.12	3,000.00		20.80	3,180.75	1,270.57
Travel.....	353.38	750.00		5.72	990.88	106.78
Books, Magazines and Periodicals.....	6,977.82	18,000.00		2.43	17,996.00	6,979.34
Total.....	\$10,194.05	\$ 26,750.00		\$ 33.90	\$ 26,549.64	\$10,360.51
<b>Library Extension Division</b>						
Extra help.....	\$ 545.29	\$ 1,500.00			\$ 1,840.06	\$ 205.23
Office expenses.....	1,648.36	3,500.00			3,778.58	1,369.78
Repairs and equipment.....	660.07	2,500.00		.01	2,646.47	613.59
Travel.....	1,599.62	3,500.00			3,255.53	1,844.09
Books, Magazines and Periodicals.....	5,091.12	16,000.00			15,167.76	5,923.36
Total.....	\$ 9,544.46	\$ 27,000.00		\$ .01	\$ 26,588.40	\$ 9,956.05
<b>Archives Division</b>						
Extra help.....	\$ .16	\$ 1,000.00		\$ .16	\$ 461.08	\$ 538.92
Office expenses.....	960.30	1,800.00		5.30	1,822.09	932.91
Repairs and equipment.....	2,043.77	4,000.00		.87	3,548.00	2,494.90
Travel.....	248.30	700.00		2.55	331.85	613.90
Total.....	\$ 3,252.53	\$ 7,500.00		\$ 8.88	\$ 6,163.02	\$ 4,580.63
Total, Libraries.....	\$61,281.04	\$164,090.00		\$892.79	\$160,966.06	\$63,512.19
<b>Recapitulation</b>						
Office, Secretary of State.....	\$1,346,988.54	\$2,857,320.00	\$17,623.74	\$61,050.29	\$2,947,810.47	\$1,213,071.52
Libraries.....	61,281.04	164,090.00		892.79	160,966.06	63,512.19
Grand Total.....	\$1,408,269.58	\$3,021,410.00	\$17,623.74	\$61,943.08	\$3,108,776.53	\$1,276,583.71

## SUPPLY DEPARTMENT

During the period between October 1, 1930 and September 30, 1932, there was issued to the various Departments of the State Government supplies as follows:

Name of the Department	Amount
Governor .....	\$ 657.78
Lieutenant Governor .....	2.16
Secretary of State .....	6,604.92
State Treasurer .....	1,048.46
State Auditor .....	2,497.60
Attorney General .....	572.45
Superintendent of Public Instruction .....	944.44
Supreme Court .....	197.99
Adjutant General .....	3,538.94
Agriculture .....	2,222.58
Appellate Court—First District .....	36.63
Appellate Court—Second District .....	62.81
Appellate Court—Fourth District .....	30.94
Civil Service .....	754.06
Farmers Institute .....	209.00
Finance Department .....	2,879.89
Labor Department .....	1,727.61
Legislative Reference Bureau .....	468.64
Historical Library .....	171.96
State Library .....	947.17
Public Welfare .....	5,710.54
Public Health .....	4,021.15
Public Works and Buildings .....	10,960.98
Registration and Education .....	2,364.64
Trade and Commerce .....	6,968.85
56th and 57th General Assemblies .....	841.59
Purchases and Construction .....	6,171.08
Mines and Minerals .....	314.14
Conservation .....	516.32
State Athletic Commission .....	57.48
Illinois Aeronautics Commission .....	8.70
<b>Total .....</b>	<b>\$63,501.50</b>
<b>Stock received during two years .....</b>	<b>\$63,881.61</b>

# SHIPING DEPARTMENT

	Copies Received	Copies Distributed
Reports of State Officers, Boards, Commissions, Institutions, etc., printed and bound.....	24,662,113	
Reports distributed to members of the General Assembly .....		5,154
Reports and pamphlets distributed.....		24,562,113
Election registers .....		20,000
Senate Bills, Amendments, etc., 57th General Assembly .....	166,100	10,000
House Bills, Amendments, etc., 57th General Assembly .....	230,050	15,500
House and Senate Journals.....	7,320	7,320
Supreme Court Reports.....	3,759	3,759
Appellate Court Reports.....	2,148	2,148
Printed envelopes .....	6,101,400	5,750,000
Letterheads .....	1,160,000	1,125,000
Session Laws .....	17,500	15,000
Special Session Laws.....	4,000	500
Blue Book .....	25,000	1,500

## 1931

	Number Received	Number Disbursed
Auto plates .....	1,425,000	1,411,261
Dealers' plates .....	5,000	8,883
Truck plates .....	245,000	201,509
Trailers .....	10,200	9,283

## 1932

Auto plates .....	1,400,000	1,303,598
Dealers' plates .....	5,000	3,258
Truck plates .....	233,000	178,558
Trailers .....	10,700	8,371

# ILLINOIS STATE LIBRARY

## General Library Division

### Biennial Report

October 1, 1930—September 30, 1932

The State Library, in charge of the Secretary of State since 1842, has always served as the official reference library for State officers and employees, and the General Library Division, which in the 1921 amendment of the State Library Law acquired that responsibility along with the State Library book collection, has since that time given special attention to building up the classes of greatest value to the work of State departments. As a library of the reference and informational type it has assumed creditable proportions, and it has shown increased service and recognition.

According to the accession record on September 30, 1932, there are 118,400 bound volumes in the General Library Division. Pamphlets, the number originally based on estimate, but with additions of later years counted, total 81,688. Books and pamphlets together amount to 200,088.

Additions for the two years ending September 30, 1932 were acquired as follows:

#### BOOKS

Purchased .....	4,477	
Donated .....	1,784	
Replaced .....	12	
Magazines bound .....	972	
Newspapers bound .....	70	
United States government documents bound.....	209	
Illinois publications .....	294	
Publications of other states, exchange.....	543	
United States government documents on deposit.....	414	
<hr/>		
Total bound volumes added Oct. 1, 1930—Sept. 30, 1932..		8,725

#### PAMPHLETS

Miscellaneous sources .....	283	
State publications, exchange.....	2,969	
United States government publications.....	5,692	
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Total pamphlets added Oct. 1, 1930—Sept. 30, 1932.....		8,944
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Total additions, books and pamphlets.....		17,669

An increase of more than 23% over the last biennium is shown in the report on material classified and cataloged during the two years ending September 30, 1932. Detailed statistics are given below in order to give some indication of the comparative numbers of books added in the different classifications:

## CATALOGING AND CLASSIFICATION

October 1, 1930—September 30, 1932

General works (Encyclopedias, indexes, magazines, etc.)..	550
Magazines shelf-listed .....	1,002
Philosophy .....	270
Religion .....	146
Sociology (Economics, Education, Political Science, Welfare, etc.) .....	2,457
Philology .....	51
Natural science .....	312
Useful arts .....	1,035
Fine arts .....	407
Literature .....	309
History, Travel, Biography.....	1,159
Fiction .....	14
Juveniles .....	11
	<hr/>
United States government publications.....	7,723
Illinois State publications.....	4,882
State publications other than Illinois.....	1,747
	<hr/>
Total .....	24,158

The number for state publications other than Illinois includes not only current material, but represents considerable progress in the reorganization of the state document collection, which has been mentioned in previous reports. Much of this work still remains to be done, but more of it has been accomplished the last two years than had been possible for many previous years.

During the two years 80 volumes were withdrawn, 13 because they were worn out, and 67 because they were duplicate state publications not needed here, which were therefore returned to the state of their origin.

There were 267 volumes rebound.

Under the State Contracts Law a certain number of each Illinois State publication is allotted to the State Library for the purpose of exchanging with other State Libraries for similar publications of their states. Four semi-annual shipments were sent out in which each library on the exchange list received 53 bound volumes and 172 pamphlets. In addition 144 issues of state periodicals were mailed in 12 bi-monthly shipments to each exchange library. The exchange list includes all other State libraries, several university libraries outside of state capitals, the Library of Congress, and a few of the larger public and special libraries.

The file of non-current Illinois duplicates was levied on more heavily than ever before, the requests being more than doubled over those of the previous two year period. From public, special and university libraries and from individuals came 385 requests for help in completing files and for special Illinois documents, many of them out of print, and in answer to these 342 books and 1080 pamphlets were sent out from the duplicate collection.

During the biennium 186 court reports of other states were transferred to the Supreme Court Library. Although these reports

come to the State Library as exchanges in return for Illinois Court Reports distributed by the Secretary of State as directed by statute, they are regularly turned over to the Supreme Court Library in pursuance of a policy established in 1842.

There are 17 newspapers in the Reading Room, one of these donated. Only three of these are kept and bound for permanent use; the New York Times, because its contents are covered by a monthly index cumulated annually; the United States Daily, which has a weekly index, also cumulated annually; and the Chicago Journal of Commerce, which supplies an economic record not obtainable elsewhere. Other newspapers are filed only a short time, as the Illinois State Historical Library binds and has accessible for use the newspapers of special Illinois interest.

In the Reading Room are 593 current magazines, 390 of them purchased, 83 donated and 120 sent on deposit by the United States government. Magazines which are indexed in the various periodical indexes are later bound, so that there is more than a current value in these subscriptions. Such indexes as the Public Affairs Information Service, the Readers' Guide to Periodicals, the International Index, the Education Index, the Agricultural Index, the Industrial Arts Index, the Engineering Index and others on file in the Reference Room, furnish the clues to the many subjects covered by these magazines, and add greatly to the reference possibilities of the Library.

There was an increase of 15% in the letters received at the Reference Desk, the total number being 6,055. Questions by letter, by personal application, and by telephone, increased 90% over the previous two year period. Notwithstanding that, the figures 11,895 show but inadequately the service given through the reference facilities of the library, for many library patrons have learned to use the catalogs, the indexes, and the books on the open shelves of the Reference Room for themselves. As every reference librarian knows, figures are poor interpreters of time spent in this service, for while many questions indeed can be answered almost immediately with the resources at hand, other matters needed even more urgently may be hidden and buried beneath hours or even days of intensive search. There were 241 bibliographies and book lists made and sent out from the Reference Desk in response to special inquiries. Letters belonging to the field of other State departments were referred, 455 to the Library Extension Division, 119 to the State Historical Library, and 6 to other departments. Through courtesy of the Photostat Division of the Secretary of State's office photostat copies of material in documents or especially large volumes have often made possible the answering of questions outside of Springfield which could not otherwise have been adequately handled. These copies have been later returned to the Information File in the Library for further service.

In circulation of books there was an increase of 37% over the figures for the preceding biennium, the total number of books and magazines issued amounting to 94,956. In response to requests by

letter 25,092 books went to 133 libraries, 27 colleges, 101 schools and 2,705 individuals in 676 cities, towns and villages in 101 counties of Illinois. In addition, 42 volumes were mailed as special inter-library loans to institutions outside the state. The Library Extension Division borrowed 7,029 volumes. The number of books and magazines borrowed by state legislators, officials, employees and others in Springfield totalled 62,793. These figures will compare favorably with those of other libraries of similar character. It may be recalled that recent fiction and children's books, which add so largely to public library circulation generally, are not within the scope of the General Library Division collection.

The General Library Division co-operated again with the Illinois Conference on Public Welfare by supplying for its study courses a reference collection of books on such subjects as: Child caring institutions, Child health, Family welfare, Mental hygiene, Mothers' aid, Probation, Recreational therapy, Social case work, Social problems, and Social work and the church. The Reference Librarian was in attendance to assist in the use of this material at the Springfield Conference study courses, November 10-11, 1930, and at the Rockford Conference study courses October 19-20, 1931.

Some indication has been given of the growth in resources and in use of the Library during the past biennium. It is necessary to stress again the matter which has been emphasized in the last two biennial reports, that of the urgent need for more book shelving space. The bookstack room in the Centennial Building occupies the space south of the Library reading rooms and on the same floor, with a similar space underneath, reaching to the ground floor, of a height sufficient to accommodate five levels of steel bookstack. In the description of the building given by the State Architect in the 1919-1920 Illinois Blue Book, this bookstack space was described as "a specially designed unit for the compact storage of books, with an ultimate capacity of about 700,000 volumes." Only a part of the necessary stacks could be installed when the libraries were moved into the Centennial Building in 1923, and those stacks are now completely filled, although the combined collections of General Library Division, Library Extension Division and Archives Division probably do not total over 250,000 volumes. The need of an appropriation for steel bookstacks should be urged.

The General Library Division has been represented at the conferences of the American Library Association, the Special Libraries Association, the Illinois Library Association, and the National Association of State Libraries. For the first time in its history the State Library was honored by the presidency of the last named organization, the Superintendent of the General Library Division having served in that capacity from June of 1930 until after the meeting at New Haven, Connecticut, June 22-25, 1931. By virtue of that office the State Library was also represented in the Council of the American Library Association.

**LIBRARY EXTENSION DIVISION—BIENNIAL REPORT****October 1, 1930, to September 30, 1932**

The work of the Library Extension Division for the past two years has been definitely planned to co-operate with the libraries in the state to give more adequate library service and to make available a supply of books necessary to meet not only the usual demands of readers but also those of the changing economic condition.

Finances. Illinois, unlike some of the eastern states, has no state distributive fund for libraries. It can, therefore, offer no financial contributions. In lieu of this, the Library Extension Division has endeavored to keep appropriating bodies informed as to the great educational and economic value of public libraries today and the necessity for their proper financial support. Letters were sent to all Illinois mayors of cities, presidents of village boards and township supervisors of communities having public libraries. Letters were also sent to presidents or secretaries of the library boards. The letters made an urgent appeal for competent appropriations for libraries and contained a copy of the resolution passed by the American Library Association in conference at Yale University.

City councils or commissioners have the power to increase or decrease, each year, the tax rate for public libraries, providing that they do not exceed the maximum rate permitted by law, or one and two-tenths mills. Village and township boards do not have this right.

Library Visits. Each year there is an increasing number of library directors and librarians asking for information on various library policies. Much of this can be taken care of thru correspondence. Personal conferences are much more satisfactory. The superintendent and the field visitor of the Division have made 243 visits to libraries. Many of the visits are made at the request of either the librarian or the directors. The invitation usually concerns some particular question concerning the interpretation of the library law, the division of the budget, the management of funds, or general library management. Advice is also sought on the book collection, as to the different subjects to add, books that are out of date and should be withdrawn, whether certain books are worth rebinding or should be replaced by newer titles.

Library Service. When vacancies occur, or the growth of the library demands an additional assistant, the superintendent of the Library Extension Division often assists the directors with the



recommendations of professionally trained librarians. Thirteen positions have been filled in this way.

**Contracts.** Conferences with library directors have given the opportunity to present the contract plan.

Contract service offers a village or township adjacent to a large library the most efficient service at the most economical cost.

These points have been satisfactorily demonstrated in the four contracts between the libraries of Port Byron and Moline, Glenview and Evanston, Broadview and Maywood, and Annawan and Kewanee. The three former contracts have been renewed for a second year. The first year of the fourth contract has not yet expired. Copies of these contracts have been printed in full in Illinois Libraries.

**Regional Library Conferences.** The library conferences held in March and April each year offer excellent opportunities for another contact with libraries.

These Regional Conferences have been planned to supplement the library visits and make it possible to get in touch with all libraries. Group discussion give an additional authority that carries much weight with both librarians and directors. In fact, the Regional Conferences have probably been as important a factor as any one thing in the forward movement of public libraries in the state. Progressive methods are not easily accomplished when met with an old tradition of more than 50 years.

**Organization Work.** An important part of the field work is the organization service offered by the Library Extension Division to the small library lacking the advantages of a trained librarian.

In the past two years, organization service was given to the public libraries at Knoxville, Momence, Pinckneyville, Roodhouse, Staunton, and Tiskilwa. One new library, Christopher, was organized. One established association library, Cissna Park, was assisted. Two new association libraries, Annawan and Westmont, were organized by the field visitor.

**Statistics.** The statistics of public libraries, published every year by the Library Extension Division, enable directors and librarians to compare the work of their own library with that of other libraries of a similar size. The figures give not only incomes but itemized accounts for expenditures, the number of books added each year, circulation figures, the library hours, length of vacation, number of staff, number of branches and other items of interest. There is little need for the old questionnaires that encroached upon the librarians' time. If further information is wanted, a letter to the Library Extension Division can promptly bring the reply.

**Gifts to Libraries.** Notwithstanding the great financial crisis which has been quite as serious in Illinois as elsewhere, the libraries have found friends, among private citizens, who have generously contributed to their needs. \$103,000 have been given for library buildings, equipment and improvements, \$13,950 for books, and \$34,705 have been given without qualifications of any kind, making

a total of \$151,655—not a large amount in comparison with the \$2,112,910 noted in the last biennial report. It is appreciated quite as much, owing to the greatly reduced incomes of most libraries, the causes for which are decreased valuations, appropriation of smaller tax rates by city councils for city libraries, and uncollected taxes.

**Non-Library Territory.** There are approximately 2,000,000 people in the state of Illinois who do not have the use of a free public library. Most of them live on farms or in very small towns and villages. There remain only 15 cities in the state with a population of 4,000 or over that do not have libraries.

Authorities on library administration generally agree that a community of 5,000 with a library income equalling one dollar per capita is the smallest that can maintain a library with an adequate collection of books and give efficient library service. Eight of the 15 towns are in the north part of the state where valuations are higher. These communities could operate libraries successfully if they would appropriate the maximum tax. The other seven towns are located south of the center of the state where valuations are low. Even with the maximum tax rate for libraries, the income would fall short of \$5,000 in every one of the communities. If these people and the remainder of the 2,000,000 are to have public library opportunities, the unit for the library must necessarily be larger—a combination of a number of townships or the entire county.

The Library Extension Division has followed up every avenue to produce an interest in the county library system. It has not, however, been able to actually demonstrate how the service of a well organized county library system is conducted. Everyone can visualize a park, a playground, a municipal band. They know how they operate, what the individual benefits are. They have seen them elsewhere. They are perfectly willing to vote a tax for them. They know also what a city library is, but a county library they cannot visualize. They have never seen one. They have never seen a book wagon and are skeptical. Where will the central library be? In a neighboring town where a friendly feeling is not strong?

**PUBLICITY—Newspaper.** In former years the Library Extension Division sent out articles thru the Associated Press. For the last two years the newspaper work has been confined to a weekly article written for the State Capitol News, a sheet printed by H. L. Williamson, Secretary of the Illinois Press Association and also Superintendent of the State Division of Printing. The sheet is sent to every newspaper published in Illinois. Some newspapers reprint the whole sheet. Others use only those items they care for. From the returns which the Library Extension Division receives from a clipping agency, the Division library articles prove popular. The Library Extension Division has paid out for clipping service \$511.26 which means that the public libraries and the Library Extension Division have published in Illinois newspapers 17,042 articles in the last two years. The people of Illinois are not without some knowledge of what public libraries are doing.

**Publications.** The Reports, Statistics and Illinois Libraries have been published regularly. These are mailed to all public libraries and to the president and secretary of the library boards, to all association libraries, to all college and university libraries, and to many business and special libraries. The Proceedings of the Illinois Library Association, which forms the Supplement to the October issue is sent, in addition, to all members of the Illinois Library Association. All the above publications are sent to the larger libraries of other states and to those in European and other foreign countries.

A new leaflet on the Contract Plan has been printed and a new issue of the one on the County Library Law.

**Exhibits.** A new and artistic exhibit for a county library system was prepared for the Library Extension Division by Frances Summers, a Springfield artist. The exhibit is in the form of three miniature theaters 27x19x8 inches. The backgrounds are painted in, but the figures stand in relief. The stages represent three phases of the service of the book wagon—as it stands in front of the library, loaded with books ready to start on its visit to stations; before the rural school, surrounded by the school children, picking and choosing their books; and before the farm home, with books for every member of the family. The set of stages has been exhibited at the state conferences of the Illinois Federation of Women's Clubs, the Illinois Congress of Parents and Teachers, the Illinois Library Association, Illinois Conference of Public Welfare, Better Homes Exhibition in Springfield, and also at the State Fairs.

The Mississippi Library Commission borrowed them also for the Mississippi Library Association meeting held in Columbus in October, 1930.

The exhibits have always included books of special interest to the groups. Lists of books and pamphlets describing the service of the Library Extension Division have been distributed freely.

The State Fair offers the best opportunity for contact with the general public. The State Fair Board has generously provided each year a separate room on the first floor of the Exposition Hall for the Library Extension Division exhibit. The space permits a goodly selection of books, and the county library stages. Separated from the noise and confusion of other exhibitors, conferences may be held with all interested visitors.

**Book Lending Department.** The book collection has reached 49,945 volumes. This does not include filing cabinets of supplementary material, pamphlets and clippings, neither does it include the periodical collection. Magazines are much more useful in reference work if they remain unbound. The single number can be sent through the mails at much less cost. If a substantial part of the advertisements are removed, they may be sent at book rates.

8,564 volumes were added by purchase, 2,732 volumes were withdrawn as worn out. Sending books through the mails adds greatly to the usual wear and tear. Also books are loaned for longer periods than is the practice in public libraries. Schools and com-

munity groups may borrow large collections for three months. Small packages of books are loaned direct to the patron for a period of four weeks. Books are also loaned to libraries for the use of their readers, for one month. The idea of the service to libraries is not to add to their book collection but rather to make it possible for the library to furnish its readers with books on special subjects that have limited appeal, or books that are too expensive for the library to purchase.

**Pictures.** The art collection has also been increased by 1,312 separate views and reproductions, including the work of painters, etchers, and engravers. They illustrate both classic and modern art. The total collection consists of 15,169 pictures.

Books, pictures, periodicals are loaned for transportation charges only.

**Reading Courses.** Seventy-five certificates were issued by the Library Extension Division during the two years for reading courses completed during that time. The study outlines used are the American Library Association Reading with a Purpose and those issued by the Library Extension Division. New outlines are constantly being prepared to meet the demands of the readers. The most popular subjects seem to be those dealing with psychology, drama and poetry, mental hygiene, and child study.

#### CIRCULATION STATISTICS

October 1, 1930 to September 30, 1932

	Requests	Volumes Loaned
Individuals .....	29,756	72,592
Study Clubs .....	1,947	6,792
Public Libraries .....	8,702	19,440
Groups of residents .....	461	77,325
Schools .....	2,689	65,412
Pictures .....	777	30,371
Reference .....	6,865	20,326
Totals .....	51,191	232,655
Reference work counted twice .....	6,865	20,326
Grand Total .....	44,326	211,979

The increase over the last biennial report shows that 11,128 more requests were received and 30,479 more volumes were loaned.

## ARCHIVES DIVISION ILLINOIS STATE LIBRARY

October 1, 1932 September 30, 1932

The Archives Division of the Illinois State Library having celebrated the tenth anniversary of its organization in April 1932, it is appropriate for this biennial report of its activities to summarize the history of the State Archives prior to the creation of a separate Archives Division, the changes in the department, the progress made in the past decade and especially during the past two years, and to discuss plans for its future development.

The accumulation of records is a by-product of governmental organization began of course in the earliest settlement of the territory. For the French, the State owns no archives, the only known extant records being in the jealous custody of the families of St. Clair and other early settlers. The State archives consist of records of the Old North West Territory and Indiana Territory of which Illinois formed successive parts prior to 1809. The county records in Illinois are not a part of the central government date but the territorial records of the Governor and Secretary of the Territory whose original function was to act as the Governor, became naturally the records of the Governor and Secretary of the Assembly between sessions. The Secretary is still custodian not only of the records of the Governor and General Assembly but also of the records of the various bureaus now under the Governor, and also in the offices of the elective state officers. The official records of the Governor himself, however, are still recorded by the Secretary of State.

The seat of government has been located in three towns—Vandalia, Vandalia and Springfield, and the records kept in many of these buildings, yet Illinois has probably the most complete set of records of any state. In 1823 which destroyed the journals of the General Assembly of 1818 and 1819 and of the Constitutional Convention of 1818. There has been no major destruction of records have come down to us of remarkable foresight and zeal of George H. Harlow, Secretary of State from 1873 to 1881. He created the Archives Division of Archives, "to classify and arrange the

files as systematically and convenient [sic] as possible, and to index so fully and comprehensively that any clerk familiar with them can, in a few moments, produce any paper or document, or refer to any executive record in the office. The files and records relating to these Territorial Governments [Indiana and Illinois] will be collected, and, so far as possible, all missing papers replaced by certified copies from the printed records, or transcripts from the originals whenever and wherever they can be found. Then, commencing with the organization of the State Government in 1818, the same course will be pursued, the object being to make full and complete files, forming an archive of the State, in which may be traced, with reasonable accuracy and genuine satisfaction, its political history properly authenticated." In addition to collecting this material he started a series of indexes to enrolled laws, a "general index," an index to "executive records" and an index to laws pertaining in any way to the various counties. As the years went on this Department of Archives and Index became more and more occupied with the current tasks of compiling election returns, editing General Assembly session laws and journals, and filing correspondence, so that even the word "Archives" came to be dropped from its title. Never, however, from Harlow's time on, were the archives belonging to the Secretary of State without a responsible custodian and the people of Illinois owe an incalculable debt to this farseeing Secretary of State.

The first effective demand for the creation of archives departments in the various states came from the historians. Their national organization, the American Historical Association set up its Public Archives Commission in 1898. This Commission has been the most important single agency for propaganda for the creation of archives departments and for the development of a body of American archival theory and practices. In 1902 the states of Alabama and Mississippi set up archives departments, followed by a score of other states. The Illinois State Historical Society began early to agitate for a similar department for Illinois, being largely stimulated by the discovery of the long-lost French records in Belleville and Chester. In 1909 it co-operated with the American Historical Association in compiling and publishing an inventory of state archives, and in 1915 published an inventory of county archives. Without waiting for legal authority to set up a state archives division the Illinois State Historical Library set up its Illinois State Historical Survey at the University of Illinois and commenced the publication of the Illinois Historical Collections, largely devoted to the printing of state archives. Among the volumes brought out in this series have been the French records, Governor's letter books, state constitutions, early election returns, territorial and state laws and early legislative and executive documents.

A law of somewhat dubious merit had been passed in 1909 to permit the transfer of county and other local records to any recognized historical society or to the State Historical Library. For the state records, however, the State Historical Society recommended the establishment of an independent archives department, fearing

that otherwise its duties in relation to efficient administration might be submerged in the purely historical functions of the State Historical Library. In accordance with this recommendation the Archives Division was created in 1921 to be a distinct unit of the newly reorganized State Library of which the Secretary of State is ex-officio State Librarian. The law was left purposely vague as to the powers and duties of the Archives Division, since the Secretary of State's office already possessed the largest body of state records. In 1925 the State Library law was amended to permit any State official, at his discretion and that of the State Librarian, to transfer to the Archives Division any non-current records. In practice the records so transferred remain in the legal control of the department of origin, the Superintendent of Archives merely acting as agent for that department. Early in 1921 a trained archivist was appointed and the Division was organized the following April.

Work with the state archives began with the compilation of an inventory of all records, current and non-current, in the custody of the Secretary of State. Concurrently a survey was made of the evolution of the laws relating to all state departments with special reference to their record keeping and report making functions. The storage facilities for records in the State House were found unequivocally bad. The archives of the Secretary of State on which work was immediately begun, were concentrated mostly in three vaults on the first and second floors and in the basement, and in an attic store-room on the fifth floor of the State House. Other reports have described the damage which the records had suffered from mildew, dirt and rodents.

In June of 1923 the Centennial Building which was intended to house the Archives Division was completed and the records removed to the new storerooms, materially relieving the congestion in the State House vaults now to be reserved for current records only. Unfortunately the new building was planned and largely completed before the appointment of the archivist and apparently without investigation as to the nature and scope of the work. Because the Archives Division was a part of the State Library it was evidently assumed that its storage problems were identical, and the fifth level of the stock room was assigned to it. For most records ordinary commercial steel filing cabinets are the most economical, convenient and practical storage facilities, so that expensive small filing boxes had to be procured to use the shelving available. Even so, the bulk of the average record narrowed the size of the aisles to a scant 18 inches instead of the 36 inch minimum recommended; and the excessive weight of the material, running as high as 100 lbs. to the running foot on stack construction designed for a maximum of 16 lbs. to the foot, created a menace which considerable bracing has not alleviated. A State Museum storeroom on the other side of a four inch plaster wall as well as other features of the construction, constitute grave fire hazards even though the stack-room proper is of supposedly fire-proof construction. The excessive heat and dryness of the room which no ventilating system so far has been able to overcome, are already causing further deteri-

oration of some records. Two storerooms later added for the department under the auditorium of the Centennial building, though too far removed from the main office for adequate supervision are reasonably fireproof. Increasing dependence upon state records on the part not only of state officials but also attorneys, large corporations, abstract men and the general public demand that some action be taken in the near future looking towards the construction of a scientifically planned, fireproof building with adequate vaults if the state archives are to be preserved for the future.

The work of the Archives Division naturally falls into two categories—work with the older records now largely of historical value, and co-operation with state officials in securing and increasing the availability for the present and future of later non-current records. All records in the division are filed, cataloged and inventoried in such a way as to make them instantly available. The older records, particularly for the period prior to 1850, however, are being repaired, rebound where necessary and indexed in detail, and those not yet in print are being edited for publication where their historical importance justifies the work.

Since most of the earlier records, particularly those of the General Assembly, have been subjected to mildew, and in some lamentable cases destroyed thereby, a large part of the time of the staff of the Archives Division is occupied with the repair of these manuscripts by the crepelin method, at savings of thousands of dollars over its cost if done by professional repair companies. Since this division is doing the most extensive work in this field of any Middle Western institution much attention has been attracted to this work. Many letters requesting information and advice on the physical care of manuscripts are received every year, and several institutions, notably the Chicago Historical Society and Notre Dame University have sent members of their staffs to Springfield to receive instruction in the method. Lectures and demonstrations on the mending and care of manuscripts have been given by the Superintendent of Archives to the students of the University of Illinois Library School, the Association of State Normal School Teachers, the Illinois Library Association, the Abraham Lincoln Association and to numerous groups and individuals. About two-thirds of the documents before 1850 requiring this treatment have been completed. The following sets of records have been repaired and bound by this method:

State Constitution of 1818.

Governors' Correspondence—1809-1840.

Land records (certificates of purchase for state lands patented by the Governor).

Election returns—1818-1848.

State census returns—1818-1840.

"Executive File"—1801-1820.

General Assembly bills and some miscellaneous papers—1812-1839.



Other records not requiring special repair work have been rebound in large numbers.

In addition to putting the early records into better physical condition, detailed indexes are being made to bring out all details of historical value and particularly all biographical information to be found in them. A card index to names now contains over 125,000 entries covering data on probably 40,000 pioneers. The state and federal census volumes for 1818 and 1820, General Assembly laws and journals, executive records, correspondence, election records (particularly for contests involving age and nativity qualifications for votes), and a score of other records are yielding a rich mine of historical lore. Especially detailed indexes of names, subjects and bills have been prepared for the hitherto entirely unindexed legislative journals.

Such historical archives as have not yet been published are being edited for publication. The state census returns for 1818 and 1820 are now in press, being issued as volumes of the Illinois Historical Collections of the Illinois State Historical Library. Editorial research is now going on for volumes on "Lincoln in the General Assembly 1834-41," a survey of the development of administrative functions of the various state and county governing bodies of Illinois; unpublished territorial records, mostly legislative; correspondence relating to the Black Hawk war; and miscellaneous documents relating to such matters as boundaries, internal improvements and the like.

A document library is being established to collect printed material illustrative of the administrative history of the state, particularly reports of departments and commissions. A check list of such documents is urgently needed, and this office is co-operating with the University of Chicago and other libraries sponsoring such a project. In this connection the Archives Division has compiled an author and subject list of all important committees and all special legislative commissions created by all the General Assemblies with a statement as to when and whether each reported, in what form, and where available in manuscript or in print. This work is of sufficient importance to justify the appointment of a full time librarian to carry it out, and it is so recommended.

County and other local archives are of great historical importance and in the present impoverished condition of local governments they are in increasing danger of destruction. The practical problems incidental to the collection and concentration of county historical archives at the state capitol by collection of originals or photostatic copies have so far been too great for the State Archives Division to attempt on top of its primary duty towards the state official in aiding him to care for his records. Recent experiments conducted by the Library of Congress, U. S. Bureau of Standards and the Social Science Research Council of the American Council of Learned Societies point to a partial solution of this problem through the use of special portable cameras using motion picture size film capable of projection to full size. When these experiments

have been consummated it will be feasible and advisable for the Archives Division to employ a field worker to secure for the State copies of historical records otherwise liable to loss.

During the biennium the Secretary of State published a widely circulated pamphlet "The Archives Division of the Illinois State Library" which describes in detail the work of the Division with particular reference to its work with other state officials in preserving the present day as well as the older records. Reference is hereby made to that report as a substitute for a detailed report here on activities in relation to the more recent records.

An annual increase in the use of the archives by state officials, historians, political scientists, attorneys and the general public, attests the value of such an archives department. About five thousand calls for documents are now answered each year. The Division has been represented at the conferences of the American Historical Association, Mississippi Valley Historical Association, Abraham Lincoln Association and Illinois Library Association, and the Superintendent of Archives has been a member of the Public Archives Commission during the entire biennium.



  
JEFFERSONS PRINTING & STATIONERY Co.  
SPRINGFIELD, ILLINOIS

1932

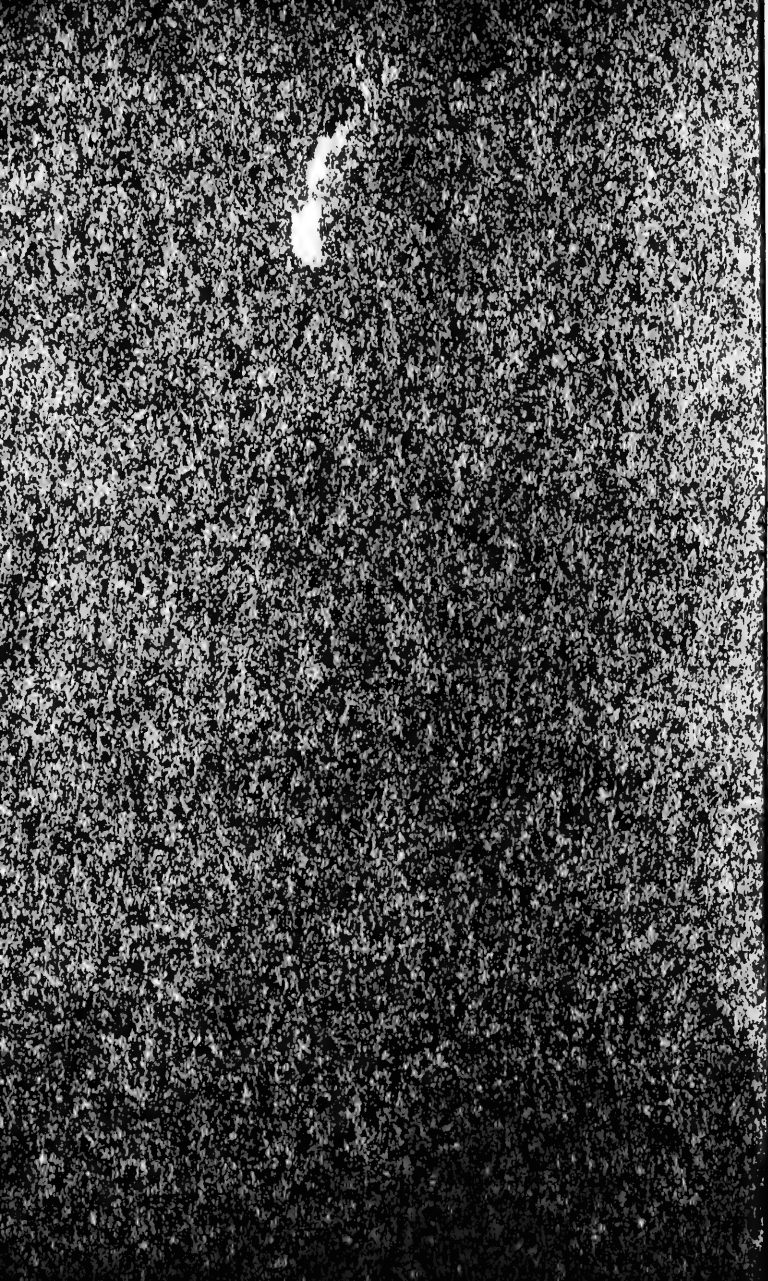
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## SUMMARY OF INVENTORY

	Archives Boxes	Vol.	Trans. Dwrs.	Doc. Files	Shelves	Sing. Cd. Dwrs.	Dbl. Cd. Dwrs.	
General Assembly.....	1,487	1,680	.....	.....	.....	.....	.....	.....
Secretary of State.....	1,089	1,489	1,082	.....	.....	.....	49	2 port.
Governor.....	2,867	337	.....	.....	84	.....	.....	.....
Regis. and Educ.....	.....	.....	157	.....	.....	.....	.....	.....
Trade and Commerce.....	.....	.....	35	.....	.....	.....	.....	.....
Chic. Fire Marshall.....	94	.....	14	.....	.....	.....	347	.....
Insurance Dept.....	11	183	284	1,817	.....	.....	.....	.....
Reference Library.....	.....	288	.....	.....	.....	120	16	.....
Archives Indexes.....	.....	.....	.....	.....	.....	.....	.....	.....
	5,572	3,957	1,572	1,817	84	120	412	2 port.

Volumes exclusive of printed reports.





**BIENNIAL REPORT**  
**OF**  
**SECRETARY OF STATE**  
**OF THE**  
**STATE OF ILLINOIS**

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**EDWARD J. HUGHES, Secretary of State**

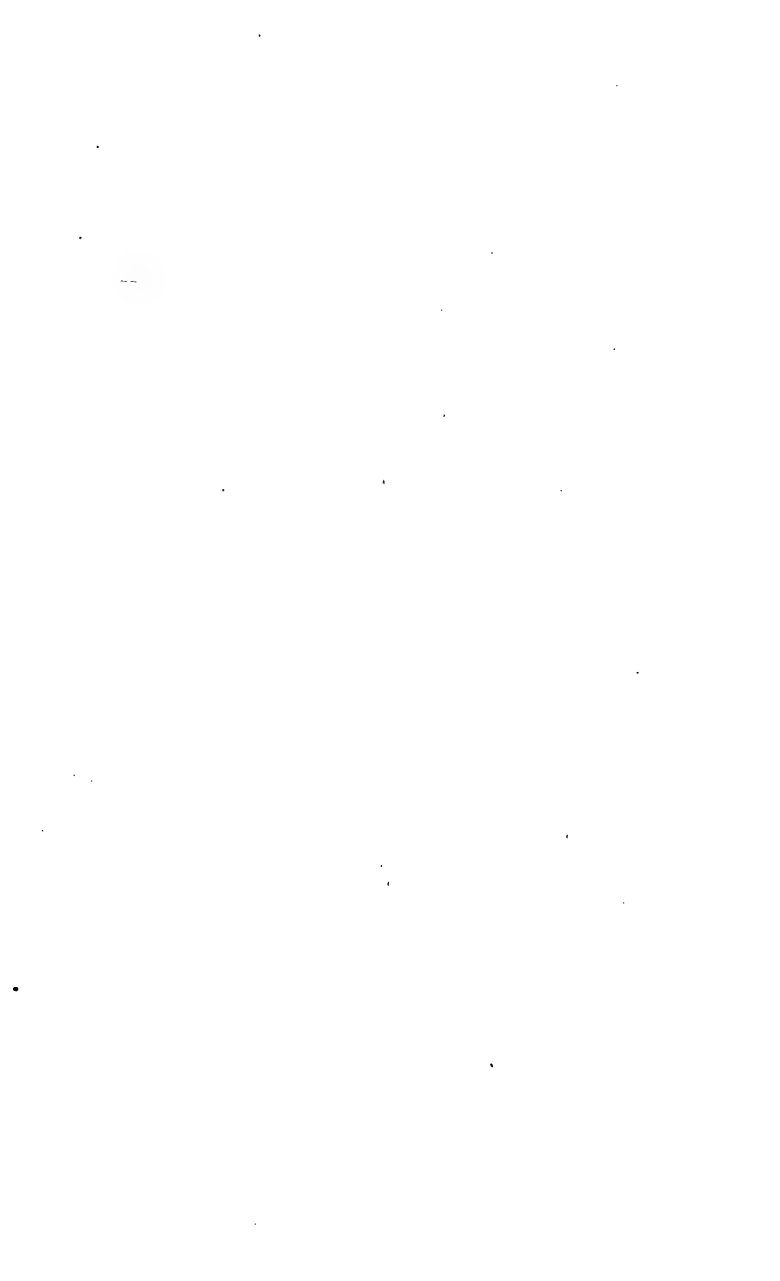


**Fiscal Years Beginning October 1, 1932, and Ending September  
30, 1934**

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(37015)



## REPORT OF SECRETARY OF STATE

### State of Illinois

SPRINGFIELD, *October 1, 1934.*

Biennial report of the office of Secretary of State for the period beginning October 1, 1932, and ending September 30, 1934.

Fees collected by William J. Stratton, Secretary of State, from October 1, 1932, to and including January 6, 1933:

#### MISCELLANEOUS FEES ACCOUNT.

Collections—Corporation Department:	
Foreign Corporations .....	\$ 44,873.08
Domestic Corporations .....	78,854.58
Collections—Executive Department .....	6,989.00
Collections—Index Department .....	129.00
Collections—Securities Department .....	8,723.04
<b>Total Miscellaneous Fees Account.....</b>	<b>\$ 139,668.70</b>
Total amount deducted for refunds, dishonored checks, protested and enjoined fees.....	12,383.98
<b>Net Balance—Miscellaneous Fees Account.....</b>	<b>\$ 127,284.72</b>
Interest earned on daily balances for the Miscellaneous and Automobile Fees Account.....	967.53
Collections for Waste Paper, Miscellaneous Sales, etc.....	116.40
<b>Net amount of Miscellaneous Fees and Interest collected by William J. Stratton, Secretary of State, and paid into the State Treasury for credit to the General Revenue Fund.....</b>	<b>\$ 128,368.65</b>
<b>Balance in Waukegan State Bank, Waukegan, Illinois, on preferred claim (Miscellaneous Fees Account).....</b>	<b>\$ 10,000.00</b>
<b>Protested and Enjoined Fees.....</b>	<b>\$ 169,867.80</b>

#### MOTOR VEHICLE FEES ACCOUNT.

Collections for Motor Vehicle, Dealers', Chauffeurs' licenses, etc., (Springfield Office) .....	\$ 2,168,253.60
Collections for Chauffeurs' licenses, (Chicago Office).....	11,723.50
<b>Total collections for Motor Vehicle, Dealers', Chauffeurs' licenses, etc. ....</b>	<b>\$ 2,179,981.10</b>
<b>Total amount deducted for refunds and dishonored checks.....</b>	<b>5,967.50</b>
<b>Net amount of Motor Vehicle, Dealers', Chauffeurs', etc., license fees collected by William J. Stratton, Secretary of State, and paid into the State Treasury for credit to the Road Fund....</b>	<b>\$ 2,174,013.60</b>
<b>Balance in Waukegan State Bank, Waukegan, Illinois, on preferred claim, (Motor Vehicle Fees Account).....</b>	<b>\$ 5,000.00</b>

#### RECAPITULATION.

<b>Net receipts from all sources collected by William J. Stratton, Secretary of State, October 1, 1932, to and including January 6, 1933:</b>	
General Revenue Fund.....	\$ 128,368.65
Road Fund .....	2,174,013.60
<b>Net amount paid into the State Treasury by William J. Stratton, Secretary of State.....</b>	<b>\$ 2,302,382.25</b>



Fees collected by Edward J. Hughes, Secretary of State, from January 9, 1933, to September 30, 1934:

#### MISCELLANEOUS FEES ACCOUNT.

Collections—Corporation Department:	
Foreign Corporations .....	\$ 1,855,489.88
Domestic Corporations .....	3,962,783.14
Collections—Executive Department .....	54,344.47
Collections—Index Department .....	1,188.75
Collections—Securities Department .....	93,242.83
Total Miscellaneous Fees Account.....	\$ 5,967,048.52
Total amount deducted for refunds, dishonored checks, protested and enjoined fees.....	73,893.80
Net Amount of Miscellaneous Fees Account.....	\$ 5,933,154.72
Collections for Certificate of Title Fees.....	873,293.18
Collections for Used Car Dealers' Fees.....	14,600.25
Collections for Title Search Fees.....	2,013.01
Interest earned on Miscellaneous and Automobile Fees Accounts....	854.08
Collections for Waste Paper, Miscellaneous Sales, etc.....	1,740.10
Payment for Preferred Claim, Waukegan State Bank, Waukegan, Ill. ....	10,000.00
Net amount of Miscellaneous Fees Account and Interest collected by Edward J. Hughes, Secretary of State, and paid into the State Treasury for credit to the General Revenue Fund.....	\$ 6,835,655.29
Protested and Enjoined Fees.....	\$ 4,233.49

#### MOTOR VEHICLE FEES.

Collections for Motor Vehicle, Dealers', Chauffeurs' Licenses, etc., (Springfield Office) .....	\$22,240,310.13
Collections for Motor Vehicle, Dealers', Chauffeurs' Licenses, etc., (Chicago Office) .....	9,163,518.90
Total .....	\$31,403,829.03
Total amount deducted for refunds and dishonored checks.....	170,522.55
Total .....	\$31,233,306.48
Payment for Preferred Claim, Waukegan State Bank, Waukegan...	5,000.00
Net amount of Motor Vehicle, Dealers', Chauffeurs' Fees for Licenses, etc., collected by Edward J. Hughes, Secretary of State, and paid into the State Treasury for credit to the Road Fund .....	\$31,233,306.48

#### RECAPITULATION.

Net receipts from all sources collected by Edward J. Hughes, Secretary of State, January 9, 1933, to September 30, 1934:	
General Revenue Fund.....	\$ 6,835,655.29
Road Fund .....	31,233,306.48
Net amount paid into the State Treasury by Edward J. Hughes, Secretary of State.....	\$38,073,961.77

#### RECAPITULATION.

Recapitulation showing receipts from all sources for the biennial period from October 1, 1932, to September 31, 1934:	
Net amount collected by William J. Stratton, Secretary of State, from October 1, 1932, to January 6, 1933, and paid into the State Treasury .....	\$ 2,302,382.25
Net amount collected by Edward J. Hughes, Secretary of State, from January 9, 1933, to September 30, 1934, and paid into the State Treasury .....	38,073,961.77
Grand total net receipts from October 1, 1932, to September 30, 1934 .....	\$40,376,344.02
(Balance—Enjoined Fees Account, \$4,233.49.)	

Year.	Fees.	Auto.	Trucks.	Motor- cycle.	Chauf- feur.	Dealer.	Tractor.	Trailer.
1911	\$ 105,344.26	\$ 38,269		\$ 4,346				
1912	375,716.22	68,012		9,238	\$ 8,162	\$ 874		
1913	607,134.77	94,646		12,183	13,153	1,041		
1914	703,403.70	131,140		14,852	17,827	1,198		
1915	924,906.74	190,832		16,710	22,996	1,458		
1916	1,242,609.85	248,429		14,931	33,022	2,871		
1917	1,687,772.69	340,292		13,740	43,679	3,745		
1918	2,762,667.63	389,701		10,834	45,696	3,548		
1919	3,262,176.57	478,438		10,920	58,123	4,960		
1920	5,893,586.02	503,762	\$ 64,997	10,597	69,366	6,232	\$310	
1921	6,776,781.17	583,441	79,907	8,935	69,226	7,041	124	
1922	7,861,211.21	682,250	99,724	7,871	56,789	4,214	152	
1923	9,630,367.77	847,005	122,087	7,512	92,871	4,516	195	
1924	11,513,967.06	981,859	141,706	6,873	96,924	4,488		\$2,044
1925	12,936,882.63	1,101,943	161,234	6,803	99,372	4,587		3,777
1926	14,047,207.36	1,195,014	175,489	6,156	102,849	4,688		3,350
1927	14,839,593.29	1,284,421	184,564	6,135	100,398	4,594		3,489
1928	15,521,529.88	1,314,003	190,356	5,826	94,169	4,548		3,742
1929	17,067,209.11	1,410,913	204,175	6,055	106,551	4,805		5,068
1930	18,447,246.79	1,429,146	209,114	6,245	108,538	4,368		7,341
1931	18,426,496.74	1,411,261	201,509	5,811	93,059	3,893		9,283
1932	16,966,682.21	1,311,783	181,715	5,274	70,788	3,266		8,950
1933	16,229,327.21	1,276,864	186,186	5,959	66,559	2,922		9,228
1934 to Sept. 30	17,073,281.47	1,266,024	173,661	4,581	67,806	3,416		98,221

# **APPROPRIATION ACCOUNTS\***

## **Biennial Report of Appropriation Accounts**

### **Office of the Secretary of State**

### **Automobile Department**

### **and**

### **State Library**

**October 1, 1932 to September 30, 1934**

	Balance Oct. 1, 1932.	Appropriated by 58th G. A.	Used from contingent fund.	Lapsed Oct. 1, 1933.	Expended Oct. 1, 1933 to Oct. 1, 1934.	Balance Oct. 1, 1934.
<b>OFFICE EXPENSES.</b>						
Postage.....	\$172,108.80	\$110,000.00	-----	\$19,786.90	\$176,011.34	\$72,280.56
Freight, express and drayage	6,039.85	4,000.00	-----	2,349.93	4,993.01	2,466.91
Telephone and telegraph....	2,200.03	3,000.00	-----	1,215.69	15,513.69	2,470.45
Office supplies.....	1,506.04	2,700.00	\$518.03	3.40	3,979.80	1,081.07
Premiums and surety bonds	5,205.36	4,000.00	-----	3,630.84	2,923.40	2,651.12
Rent—Chicago office.....	5,994.56	5,400.00	-----	220.87	9,833.69	1,340.00
Light—Chicago office.....	559.04	350.00	-----	236.49	545.81	126.74
Telephone and telegraph— Chicago office.....	488.66	-----	-----	157.40	331.26	-----
Supplies—Chicago office.....	982.35	-----	-----	633.16	549.19	-----
<b>Total.....</b>	<b>\$195,084.69</b>	<b>\$129,450.00</b>	<b>\$518.03</b>	<b>\$28,234.68</b>	<b>\$214,471.19</b>	<b>\$82,346.85</b>
<b>REPAIRS AND EQUIPMENT.</b>						
Machinery repairs.....	\$1,405.24	\$ 7,000.00	-----	\$ 17.28	\$ 4,963.62	\$ 3,424.34
Elevator repairs.....	2,337.12	4,000.00	-----	24.31	2,523.07	2,464.74
Plumbing and heating repairs.....	2,129.16	6,000.00	-----	42.89	8,745.84	1,640.43
Building and roof repairs...	8,140.96	30,000.00	-----	14.33	16,337.38	22,009.25
Truck and auto repairs.....	1,304.98	3,000.00	-----	29.73	3,443.25	532.00
Flags.....	592.50	500.00	\$100.00	36.40	659.60	496.50
Awnings, shades and screens	561.40	1,200.00	-----	35.82	597.48	1,102.10
Typewriters.....	1,819.00	5,000.00	-----	16.49	3,059.83	3,367.68
Office furniture.....	703.99	2,900.00	35.00	413.59	3,087.69	442.71
Office equipment.....	611.11	7,000.00	-----	35.76	6,673.13	1,902.22
Books, newspapers and periodicals.....	1,754.19	3,000.00	-----	54.37	1,308.17	2,141.65
Greenhouse supplies.....	404.21	2,500.00	-----	18.30	1,475.90	1,460.01
Electrical equipment.....	2,376.65	7,000.00	-----	5.88	5,817.38	2,878.39
Hardware and building material.....	1,471.65	3,500.00	-----	14.59	4,375.79	1,456.27
Fire and safety equipment.....	825.00	1,000.00	-----	-----	415.00	760.00
Addressograph Department supplies.....	1,978.24	3,000.00	-----	516.22	2,384.51	927.51
Photostat.....	1,306.28	5,000.00	-----	307.65	4,927.36	2,071.25
Furniture—Chicago office..	369.50	-----	-----	361.50	8.00	-----
<b>Total.....</b>	<b>\$30,091.16</b>	<b>\$91,600.00</b>	<b>\$135.00</b>	<b>\$1,946.11</b>	<b>\$70,803.00</b>	<b>\$49,077.08</b>

\* House Bills 1013 and 1015 carry separate appropriations from the General Revenue Fund and the Road Fund. Heretofore, appropriations have all been made from the General Revenue Fund.

57th G. A.	58th G. A.
Total appropriation from General Revenue Fund of \$3,021,410.00.	General Revenue..... \$1,373,750.00
	Road Fund..... 1,558,710.00
	Anti-Theft ..... \$2,932,460.00
	750,000.00
	<b>\$3,682,460.00</b>

## APPROPRIATION ACCOUNTS—Continued.

	Balance Oct. 1, 1932.	Appropriated by 58th G. A.	Used from contingent fund.	Lapsed Oct. 1, 1933.	Expended Oct. 1, 1932 to Oct. 1, 1934.	Balance Oct. 1, 1934.
<b>OPERATION.</b>						
Fuel.....	\$ 36,297.19	\$50,000.00	-----	\$ 1,009.12	\$ 46,015.36	\$36,272.71
Oil, waste and gasoline.....	2,194.14	5,000.00	-----	2.98	5,498.34	1,692.82
Mechanical supplies.....	1,076.20	3,000.00	-----	14.79	6,484.80	1,676.61
Gas.....	125.32	100.00	-----	30.35	417.20	77.77
Water.....	4,350.84	8,000.00	-----	174.08	6,485.59	4,091.20
Ice.....	1,759.43	500.00	-----	2.77	456.66	500.00
Laundry.....	1,523.13	10,250.00	-----	183.46	13,377.55	2,312.12
Janitor supplies.....	2,890.17	11,250.00	-----	3.77	9,475.15	5,501.25
Elevator and boiler insurance.....	1,000.50	2,000.00	-----	132.20	2,499.01	369.29
Court reports.....	9,507.65	25,000.00	-----	.10	20,886.35	13,922.20
Auto department supplies.....	171,582.23	-----	-----	20,608.48	147,232.75	-----
Total.....	\$232,306.80	\$115,100.00	-----	\$22,162.07	\$258,828.76	\$66,415.97
<b>SALARIES AND WAGES.</b>						
Salaries and wages.....	\$525,918.29	\$755,270.00	-----	\$62,497.48	\$896,858.58	\$318,832.23
Extra help—office.....	6.02	5,000.00	5,141.03	6.02	8,068.37	2,072.66
Extra help—plant.....	375.40	5,400.00	413.92	239.40	3,621.15	2,328.77
Total.....	\$526,299.71	\$765,670.00	\$5,554.95	\$62,742.90	\$911,548.10	\$323,233.66
<b>MISCELLANEOUS.</b>						
Editing Blue Book.....	-----	\$ 4,000.00	\$ 33.50	-----	\$ 4,033.50	-----
Traveling expenses.....	\$ 21,515.22	10,000.00	204.12	\$ 2.24	26,047.77	\$ 5,669.33
Telephone exchange.....	15,927.75	65,000.00	46.67	12.95	64,202.32	16,759.15
Printing and distributing.....	-----	-----	-----	-----	-----	-----
Court of Claims opinions.....	2,000.00	2,000.00	-----	668.00	3,332.00	-----
Boiler equipment and repairs.....	6,321.61	12,000.00	-----	20.44	15,916.97	2,384.90
Lighting system—Capitol Grounds.....	-----	8,000.00	-----	-----	7,493.83	506.17
Electric wiring system—Capitol Building.....	19,396.25	-----	-----	6.78	19,389.47	-----
Repairs to tower, dome and roofs of Capitol Building.....	161,782.07	-----	-----	170.91	161,581.16	-----
Administering Anti-Theft Act.....	-----	750,000.00	-----	-----	476,455.39	273,544.61
Total.....	\$226,912.90	\$851,000.00	\$284.29	\$881.32	\$778,452.41	\$298,863.46
Contingencies.....	\$5,563.76	\$15,000.00	-----	\$746.49	\$6,492.27	\$14,325.00
<b>SUMMARY.</b>						
Office expenses.....	\$195,084.69	\$129,450.00	\$ 518.03	\$28,234.68	\$214,471.19	\$ 82,346.85
Repairs and equipment.....	30,091.16	91,600.00	135.00	1,946.11	70,803.00	49,077.05
Operation.....	232,306.80	115,100.00	-----	22,162.07	258,828.76	66,415.97
Salaries and wages.....	526,299.71	765,670.00	5,554.95	62,742.90	911,548.10	323,233.66
Miscellaneous.....	226,912.90	851,000.00	284.29	881.32	778,452.41	298,863.46
Total.....	\$1,210,695.26	\$1,952,820.00	\$6,492.27	\$115,967.08	\$2,234,103.46	\$819,936.99
Contingencies.....	6,563.76	15,000.00	-----	746.49	6,492.27	14,325.00
Total, office of Secretary State.....	\$1,217,259.02	\$1,967,820.00	\$6,492.27	\$116,713.57	\$2,240,595.73	\$834,261.99
<b>OFFICE EXPENSES, AUTOMOBILE DEPARTMENT.</b>						
Postage.....	-----	\$215,000.00	-----	-----	\$123,569.20	\$91,430.80
Freight, express and drayage.....	-----	8,000.00	-----	-----	2,717.06	5,282.94
Telephone and telegraph.....	-----	4,000.00	-----	-----	1,266.34	2,733.66
Premiums and surety bonds.....	-----	4,000.00	-----	-----	1,921.89	2,078.11
Rent.....	-----	10,800.00	-----	-----	8,580.00	2,020.00
Light.....	-----	1,150.00	-----	-----	1,099.90	50.10
Total.....	-----	\$242,750.00	-----	-----	\$139,154.39	\$103,596.61

## APPROPRIATION ACCOUNTS—Continued.

	Balance Oct. 1, 1932.	Appropriated by 58th G. A.	Used from con- tingent fund.	Lapsed Oct. 1, 1933.	Expended Oct. 1, 1932 to Oct. 1, 1934.	Balance Oct. 1, 1934.
<b>OPERATION, AUTOMOBILE DEPARTMENT.</b>						
Typewriters.....		\$ 2,000.00			\$ 1,872.84	\$ 127.16
Office furniture.....		5,000.00			1,164.30	3,835.70
Printing of autolicense blanks.....		20,000.00			15,944.80	4,055.20
Photostat supplies.....		75,000.00			18,430.34	56,569.66
Auto Department supplies.....		356,240.00			179,362.98	176,877.02
Total.....		\$458,240.00			\$216,775.26	\$241,464.74
<b>SALARIES AND WAGES, AUTOMOBILE DEPARTMENT.</b>						
Salaries and wages.....		\$515,220.00			\$299,853.55	\$215,366.45
Extra help—auto dept.....		40,000.00			5,433.81	34,566.19
Extra help—Chicago auto license dept.....		35,000.00			250.00	34,750.00
Total.....		\$590,220.00			\$305,537.36	\$284,682.61
<b>MISCELLANEOUS.</b>						
Travel, auto dept.....		\$ 75,000.00			\$34,993.63	\$ 40,006.37
Printing of automobile reg- istration books.....		182,500.00			64,197.30	118,302.70
Total.....		\$257,500.00			\$99,190.93	\$158,309.07
Contingencies, auto dept.....		\$10,000.00				\$10,000.00
<b>SUMMARY, AUTOMOBILE DEPARTMENT.</b>						
Office expenses.....		\$242,750.00			\$139,154.39	\$103,595.61
Operation.....		458,240.00			216,775.26	241,464.74
Salaries and wages.....		590,220.00			305,537.36	284,682.61
Miscellaneous.....		257,500.00			99,190.93	158,309.07
Total.....		\$1,548,710.00			\$760,657.97	\$788,052.03
Contingencies.....		10,000.00				10,000.00
Total, Automobile De- partment.....		\$1,558,710.00			\$760,657.97	\$798,052.03
<b>LIBRARIES.</b>						
Salaries and wages (all three divisions).....	\$38,615.00	\$94,680.00		\$1,797.50	\$95,180.50	\$36,317.00
<b>GENERAL LIBRARY DIVISION.</b>						
Extra help.....	\$ 525.45	\$ 2,000.00		\$ .15	\$ 1,775.05	\$ 750.25
Office expenses.....	1,478.37	3,000.00		27.43	3,022.59	1,428.35
Repairs and equipment.....	1,270.57	3,000.00		.42	1,457.83	2,812.32
Travel.....	106.78	750.00		57.16	517.77	281.35
Books, magazines and peri- odicals.....	6,979.34	18,000.00		.87	16,348.74	8,629.73
Total.....	\$10,360.51	\$26,750.00		\$85.03	\$23,121.98	\$13,902.50
<b>LIBRARY EXTENSION DIVISION.</b>						
Extra help.....	\$ 205.23	\$ 1,500.00			\$ 1,372.03	\$ 333.21
Office expenses.....	1,369.78	3,500.00			3,077.02	1,192.76
Repairs and equipment.....	613.59	2,500.00			2,564.67	548.92
Travel.....	1,844.09	3,500.00		521.31	2,979.38	1,843.40
Books, magazines and peri- odicals.....	5,923.36	16,000.00			14,007.33	7,916.03
Total.....	\$9,955.05	\$27,000.00		\$521.31	\$24,600.43	\$11,534.33

## APPROPRIATION ACCOUNTS—Concluded.

	Balance Oct. 1, 1932.	Appropriated by 58th G. A.	Used from con- tingent fund.	Lapsed Oct. 1, 1933.	Expended Oct. 1, 1932 to Oct. 1, 1934.	Balance Oct. 1, 1934.
<b>ARCHIVES DIVISION.</b>						
Extra help.....	\$ 538.92	\$1,000.00	-----	\$453.17	\$ 744.09	\$ 341.66
Office expenses.....	932.91	1,800.00	-----	498.59	1,163.51	1,070.81
Repairs and equipment.....	2,494.90	4,000.00	-----	313.96	3,787.16	2,393.79
Travel.....	813.90	700.00	-----	478.57	364.80	470.53
Total.....	\$4,580.63	\$7,500.00	-----	\$1,744.28	\$6,069.56	\$4,276.79
Total, libraries.....	\$63,512.19	\$155,930.00	-----	\$4,149.12	\$148,962.46	\$66,330.61
<b>RECAPITULATION.</b>						
Office, Secretary of State.....	\$1,217,259.02	\$1,987,320.00	\$6,492.27	\$116,713.57	\$2,240,595.73	\$354,261.99
Automobile Department.....	-----	1,538,710.00	-----	-----	760,657.97	788,082.03
Libraries.....	63,512.19	155,930.00	-----	4,149.12	148,962.46	66,330.61
Grand total.....	\$1,280,771.21	\$3,682,460.00	\$6,492.27	\$120,862.69	\$3,150,216.16	\$1,098,644.63

## SUPPLY DEPARTMENT

During the period between October 1, 1932, and September 30, 1934, there was issued to the various Departments of the State Government supplies as follows:

Name of the Department	Amount
Governor .....	\$ 909.43
Lieutenant Governor .....	10.74
Secretary of State.....	9,203.15
State Treasurer .....	713.87
State Auditor .....	2,214.04
Attorney General .....	682.65
Superintendent of Public Instruction.....	813.88
Supreme Court .....	195.28
Adjutant General .....	1,485.88
Agriculture .....	2,334.09
Appellate Court—First District .....	34.97
Appellate Court—Second District .....	30.47
Appellate Court—Third District .....	85.49
Appellate Court—Fourth District .....	40.27
Civil Service .....	736.99
Farmers' Institute .....	109.41
Department of Finance.....	6,181.65
Department of Labor.....	2,080.92
Legislative Reference Bureau.....	434.27
Illinois State Historical Library.....	198.27
State Library .....	934.70
Public Welfare .....	6,116.65
Public Health .....	3,199.55
Public Works and Buildings.....	2,749.27
Registration and Education.....	2,076.30
Trade and Commerce.....	1,075.10
Illinois Commerce Commission.....	1,351.96
Fifty-seventh and Fifty-eighth General Assemblies.....	790.00
Purchases and Construction.....	1,113.85
Mines and Minerals.....	343.70
Conservation .....	796.46
State Athletic Commission .....	39.07
Illinois Aeronautics Commission.....	41.36
Illinois Liquor Control Commission.....	128.09
Mining Investigating Commission .....	2.27
Insurance .....	1,044.28
Illinois State Horticulture Society.....	13.12
Vocational Rehabilitation .....	25.20
<b>Total.....</b>	<b>\$50,336.65</b>
Stock received during two years.....	48,599.42

## SHIPPING DEPARTMENT BIENNIAL

	Copies Received	Copies Distributed
Reports of State Officers, Boards, Commissions, etc., printed and bound.....	7,012,379	
Office forms, applications, blanks, etc., for Capitol Building .....	32,143,762	31,737,978
Reports distributed to members of the General As- sembly .....		6,574
Reports and pamphlets distributed.....		6,925,748
Auto Registration Books—1933.....	39,825	32,745
Auto Registration Books—1934.....	31,800	29,734
Election Registers .....		19,552
Senate Bills, Amendments, etc., of 58th G. A.....	131,075	83,275
House Bills, Amendments, etc., of 58th G. A.....	188,925	120,625
House and Senate Journals.....	27,580	19,700
Supreme Court Reports.....	3,222	3,222
Appellate Court Reports.....	2,499	2,499
Printed Envelopes for Secretary of State.....	6,016,296	4,858,476
Letter Heads for the Secretary of State.....	1,290,872	1,080,872
Session Laws for the 58th G. A.....	22,500	12,805
Special Session Laws of the 58th G. A.....	4,000	2,730
Blue Books 1933-34.....	25,000	16,726
1933—		
Auto Plates .....	1,300,000	1,276,864
Dealer Plates .....	5,000	2,922
Truck Plates .....	304,300	186,186
Trailer Plates .....	12,000	9,228
Motorcycle Plates .....	5,000	4,835
1934—		
Auto Plates .....	1,300,000	1,266,024
Dealer Plates .....	5,000	3,416
Truck Plates .....	306,300	173,661
Trailer Plates .....	14,000	9,822
Motorcycle Plates .....	5,000	4,581



# ILLINOIS STATE LIBRARY

## General Library Division

### Biennial Report

**October 1, 1932–September 30, 1934**

The book collection in the General Library Division, as shown by the accession record on September 30, 1934, numbers 125,153 volumes. In addition a collection of 90,374 pamphlets brings that indication of the resources of the Library to a total of 215,527.

Additions for the biennium ending September 30, 1934, were as follows:

#### BOOKS.

Purchased .....	4,463
Donated .....	263
Replaced .....	12
Magazines bound .....	871
Newspapers bound .....	55
United States government documents bound.....	94
Illinois publications bound.....	36
Illinois publications from State.....	175
Publications of other states, exchange.....	430
United States government documents on deposit.....	354

Total, bound volumes added October 1, 1932-Sept. 30, 1934..... 6,753

#### PAMPHLETS.

Miscellaneous sources .....	886
Illinois State publications.....	824
Publications of other states, exchange.....	2,053
United States government publications, on deposit.....	4,923

Total pamphlets added October 1, 1932-Sept. 30, 1934..... 8,686

Total additions, books and pamphlets..... 15,439

A brief comment on these figures may be of interest. The books purchased were approximately as many as for the last biennium, for though library salaries were cut, the book appropriation fortunately was maintained at its former level and consequently it has been possible to buy promptly the new books needed by various State departments, especially technical and research divisions, so that reference service has not been impaired.

It is not surprising to note however, that the number of bound volumes received from the United States government is less than it has been since 1928; that fewer books have been received on exchange from

other states than during any biennium in the last fourteen years and that the number of Illinois documents in permanent bindings is considerably less than it has been since 1924. Volumes added by binding magazines, newspapers and government pamphlets represent only about four-fifths of the average number for each biennium back to 1924, and donations from non-governmental sources are fewer than at any time since 1922.

The logical explanation seems to be in decreased printing and binding appropriations, and in the depression enforced necessity for rigid economies in private, corporation and governmental affairs everywhere.

The State Library remains a depository for all distributable publications of the federal government. It is also a depository for many of the books of the Carnegie Endowment for International Peace, notable among them International adjudications Modern series and the social and economic history of the world war; and for the scientific, historical and technical publications of the Carnegie Institution of Washington, among which during this biennium appeared such publications as Paullen's Atlas of the historical geography of the United States, Bassett's editing of the Correspondence of Andrew Jackson 1839-45; Van Deman's Building of the Roman aqueducts and Davenport's European treaties bearing on the history of the United States and its dependencies.

Unique enough to warrant special mention was the donation of one set of Foster Hall Reproductions of songs, compositions and arrangements by Stephen Collins Foster, 1826-1864, privately printed by Josiah Kirby Lilly of Indianapolis and presented by him for comparison and study, to the reference departments of certain advantageously located libraries in the United States and other countries. The set consists of two hundred songs and compositions arranged in three well bound slip cases fitted into a steel cabinet.

Space does not permit specific mention of many other publications received through the courtesy of individual and corporate donors, all of which have been appreciatively acknowledged.

Publications of other state governments and a number of universities are received in return for Illinois documents sent out by the State Library to the libraries on its exchange list, a sufficient number for exchange purposes being allotted by the Illinois State Contracts law. In the case of legislative commissions which issue reports of their investigations, usually in very limited editions, it is occasionally difficult to obtain the requisite supply but it very frequently happens that the only copies of such reports accessible for consultation a few years after the termination of the commission's official existence are those which have found their way into libraries, particularly the State and university libraries.

During the biennium ending September 30, 1934, 25 bound volumes and 312 pamphlets were sent in 5 express shipments and 10 mailings to all libraries on the regular exchange list; the session laws to 18 additional, and the Blue Book to 29 other libraries on special exchange lists for those items alone. The most useful single volume issued by the State is unquestionably from the library viewpoint the Blue Book, and if a library can have but one State publication, that is almost invariably

the one wanted. The General Library Division exchange list includes the State Library in each of the other states in the United States, a number of university libraries outside of capital cities and a few large public libraries with well developed social and political science departments.

By special request and under the franking privilege, a copy of each Illinois document is sent to the Library of Congress as soon as the State Library receives it, in order to ensure the inclusion of Illinois State publications in the Monthly List of State Publications issued by the Congressional Library.

Requests for help in completing Illinois document files, and for special Illinois publications, numbered 444; in response to which 314 bound volumes and 1,224 pamphlets from the file of Illinois duplicates were supplied, chiefly to libraries. This represents a 15 per cent increase over the total number of requests for non current Illinois publications received during the preceding two year period.

During the biennium 279 miscellaneous volumes were rebound to prolong their service, and 236 volumes were withdrawn because they were worn out or otherwise unusable.

All court reports received during the two year period, totalling 206 volumes, were turned over to the Supreme Court Library, as has been done regularly since 1842.

The number of current magazines for Reading Room use is substantially as it was during the last biennium, a total of 551 titles, 387 of these bought, 91 donated and 73 on deposit from the United States government. A large proportion of these periodicals are later bound, to form part of the permanent reference collection in the General Library Division, clues to their contents lying in such reference tools as the Agricultural Index, Annual Magazine Subject Index, Art Index, Biological Abstracts, Dramatic Index, Education Index, Engineering Index, Industrial Arts Index, The Index to Legal Periodicals, International Index to Periodicals, Public Affairs Information Service and the Readers Guide to Periodicals.

There are 16 newspapers for current use in the Reading Room, only one of them donated. Two newspaper files only, are later bound: The New York Times which through its comprehensive separate monthly and annual indexes supplies a valuable reference key to events of public interest; and the Chicago Journal of Commerce, because of its economic and statistical value. Within the biennium this file was extensively used for statistical research work by one of the State commissions.

Acquisition, merely, can make of the library little more than a warehouse of printed material, without effective organization and interpretation of its resources to transform it into the working laboratory of information which serves its users satisfactorily.

The figures following indicate the extent of this organization work during the last two years:

## CATALOGING AND CLASSIFICATION.

October 1, 1932-September 30, 1934.

General Works (Encyclopedias, indexes, magazines, etc.).....	629	
Philosophy (Psychology, Mental Hygiene, Ethics, etc.).....	288	
Religion .....	209	
Sociology (Political Science, Economics, Administration, Public Welfare, Education, Commerce, Insurance, etc.).....	2,425	
Philology (Dictionaries, English and Foreign).....	38	
Natural Science (Mathematics, Chemistry, Geology, Botany, Zoology, etc.) .....	295	
Useful Arts (Public Health, Engineering, Agriculture, Home Economics, Office Methods, Printing, Accounting, Manu- facturers, etc.) .....	1,046	
Fine Arts (Landscape Gardening, Architecture, Decoration, Photography, Music, Recreation, etc.).....	482	
Literature .....	262	
History, Travel, Biography.....	958	
Fiction .....	10	
Juveniles .....	7	
		6,649
Magazines shelf listed.....		759
United States Government publications.....	4,413	
Illinois State publications.....	1,865	
Other State publications.....	3,120	
		9,398
Total.....		16,806

The subjects noted in parenthesis do not represent the entire range of subjects covered by the class to which they belong, but have been shown here to emphasize those most frequently called for in State work. It will be observed that outside of governmental publications the largest numbers of additions were in the social sciences and useful arts.

The total figure for 1934 is lower than for 1932 for two reasons; first because a considerable amount of cataloging staff time had to be assigned to the greatly increased work at the loan and reference desks; second because work on the reorganization program in State documents, on which unusual progress was made the former biennium, had to be temporarily halted in favor of work on the much needed Check list of Illinois State publications. This Check list, compiled from the State Library holdings and Library of Congress card records, is now in preliminary typed form ready for comparison with the files in State departmental offices and in the larger libraries of Chicago and Urbana. It is hoped the project may be fully completed within the next year or two.

That the effort toward adequate interpretation of the State Library resources has brought results is shown by the increased use of the Library.

The total number of letters received at the Reference Desk was 6,419, and 12,984 questions by letter, personal application and telephone were given attention. Both of these figures show substantial increases over those of the preceding biennium. In answer to requests 195 bibliographies and book-lists were compiled and sent out from the Reference Desk. Letters asking information relating to Illinois history, genealogy and Lincolnia have been referred to the State Historical Library, and 648 letters within the special province of Library Extension have been turned over to that Division. As in previous years the

courtesy of the Secretary of State's office in supplying photostat copies of material from volumes which cannot leave the Library, has made possible the answering of many requests which could not have been otherwise satisfied. These photostat copies are returned to the Library and kept in the Information File for future use.

The numbers of books on the Reference Room tables at the end of each day indicate an increasing use of the facilities for research there available.

At the Loan Desk the total circulation for books and magazines, 124,054, represents an increase of more than 30 per cent over the total for the last biennium. In response to personal application or telephoned requests at this desk 84,319 volumes were issued to State legislators, officials, employees and others in Springfield, and 5,032 volumes were borrowed by the Library Extension Division. Interstate Library loan requests called for the sending of 41 books for brief periods outside the State. In answer to requests by mail 34,703 books were sent to 151 libraries, 23 colleges, 132 schools and 2,793 persons in 697 cities, towns and villages, reaching every county in the State. It is clear that people in every section of Illinois are becoming increasingly conscious that the State Library has something to offer to citizens outside as well as inside the Capitol.

A serious problem affecting its continued development confronts the General Library Division in the inadequacy of its book shelving space. Never, even in the first occupancy of the Centennial Building in 1923, was this estimated to meet the needs of legitimate and normal growth in the State Library for more than six or eight years. Year by year the meager allowance for growth has dwindled, in spite of repeated and time consuming shiftings and manoeuvrings to conserve space, until now the crowding makes it well nigh impossible to keep that order in the bookstacks which is imperative for efficient service.

The Archives Division has in several reports commented on the unsuitability of its filing facilities in the fifth floor of the library bookstack. The wider shelves in this tier of bookstacks made it quite suitable for the larger volumes of bound periodicals in the General Library Division. If adequate provisions for archives storage were made elsewhere and if this tier of stacks could be assigned to the General Library Division, the problem would be temporarily solved, but for a few years only.

The real trouble can be attributed to three serious errors in the beginning. The first of these was the uneconomical removal from the Capitol of the three story outdated cast iron book stacks and their re-setting in the Centennial Building library book storage room alongside a five story modern steel bookstack construction. Because of differences in floor levels between the two units and because the iron stacks have been pronounced unsafe for added weight above, this has rendered useless for construction or storage purposes thousands of cubic feet of waste space above the third story of the iron stacks. The second error was the assignment of all ground floor space intended for bookstack additions to take care of library growth to the State Museum for ordinary storage purposes. The temporary ceiling constructed above this long storage

room and the temporary tile partitions blocking it in, reaching to the top of the space intended for a five story steel bookstack, have not only wrecked all possibility of effectively ventilating the bookstacks, but have imprisoned unseen within, a far greater content of waste space than is plainly visible above the third floor of the iron stacks on the other side of the tile partition. The third complication was the assignment for office space of the corridor which connects the office rooms of the east and west ends of the Centennial Building second floor, and which runs directly outside the south wall of the bookstack room, to the Vital Statistics Division, with its files of the records of births and deaths in the State of Illinois, files that are exceedingly important and tremendously growing.

These expedients, at the time considered necessary and economical but certainly temporary, have become so firmly entrenched in usage and precedent, and have so obscured the original intentions for adequate housing of the library collections, that it seems questionable whether any official will ever be able to accomplish the purpose planned for the libraries when they were removed to the Centennial Building.

The last available move in the attempt to achieve order under crowded conditions in the General Library Division was recently made with the help of a group of Emergency Relief workers who, in addition to the moving and rearranging, cleaned and oiled the leather bindings of thousands of session laws, statutes, legislative journals and documents of other states.

It may be of interest to note that this year a project to establish a clearing house for public documents, sponsored by the National Association of State Libraries and financed in part by the Carnegie Corporation, began with the issuance of a check list of session laws of the states of the United States, which was sent to all member libraries for checkings of holdings and wants. The checking here revealed a collection of session laws in which the Illinois State Library can take justifiable pride. With the cooperation and assistance of the Clearing House Committee, of which the Superintendent of the General Library Division is a member, it could probably be made more complete than any similar collection in the middle west. Space limitations, however, tend to discourage—or at least retard—this as well as other efforts toward expansion.

The General Library Division has been represented in the conferences of the American Library Association, the National Association of State Libraries, the Special Libraries Association, the Illinois Art Extension Committee and the Illinois Library Association.

## **LIBRARY EXTENSION DIVISION—BIENNIAL REPORT**

### **October 1, 1932 to September 30, 1934**

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A marked increase in the use of books was the most noticeable feature in the work of the Library Extension Division for the biennium, October 1, 1932, to September 30, 1934. Unemployment with its consequent enforced leisure, the lack of money to pursue regular courses of study in high school or college, and an urgent need for additional preparation in order to retain or to acquire positions were contributory factors in the increased interest in reading.

With reduced incomes and consequent smaller book funds, librarians of public libraries have been unable to take care of even the usual demands upon their collections. It is, therefore, necessary that they rely more upon the Library Extension Division in order to supply the material needed by their patrons.

During the past biennium, 730 more requests over that of 1930 to 1932 were received from public libraries by the Library Extension Division. The work with libraries is continuing to increase, since there is no method now available of augmenting their steadily decreasing income.

Not only did the work for libraries increase during the past two years, but individual requests were also greater; 31,841 individuals availed themselves of the services offered by the Library Extension Division. These people live in areas in which there are no libraries, and their only source of book loans is that provided by the State. A number of persons formerly employed in cities having libraries have moved back to farms or small towns without library service. Deprived of the diversions and educational advantages formerly enjoyed while living in urban centers, these people have turned to the Library Extension Division to make up the lack of books and magazines. One family, which has gone back to a farm, forced to choose between using money for radio batteries or for book postage, chose the books as of far greater value.

In response to letters from individuals, 87,306 volumes were loaned from October 1, 1932, through September 30, 1934; 11,774 more volumes were borrowed than in the preceding period. There is an ever increasing number of people who write for information on certain subjects and who do not know the names of either the authors or titles of books or magazines—6,865 such letters were received, in response to which were loaned 20,312 volumes.

The type of material asked for has changed within the past few years, indicating a more serious purpose behind the queries. Current economic and political topics were sought more frequently. Vocational information was called for by a large number of people, older as well as young persons.

Closely allied to those people who wish brief and late information on certain topics are those desiring to follow a definite course of reading, either of a vocational, informational or of a cultural nature. Biblio-

ographies are prepared especially for them. For three months in 1933 a special assistant was provided for this purpose through funds supplied by the Civil Works Administration. In addition to these special reading courses, the Library Extension Division has available more than a hundred and fifty published courses, as the Reading With a Purpose series, prepared for the American Library Association and those printed by the United States Bureau of Education. To those successfully completing a course as outlined, there is presented a certificate signed by the Secretary of State as State librarian and the superintendent of the Library Extension Division. In the biennium 1932-1934, 106 certificates were awarded.

Teachers in schools without libraries may borrow books for three months as supplementary reading; 3,504 collections, a total of 65,422 volumes, were sent to schools during the two year period.

Similar service was rendered to small towns, villages and even rural districts, where two or three people would assume the responsibility of the care of the books; 27,180 volumes were sent out in such a manner. These collections were miniature libraries available to the people in that area.

The book collection of the Division numbers 58,252 volumes and a large additional collection of pamphlet material. It subscribes annually for some ninety periodicals, carefully selected because of their value and use in answering questions of such recent nature that no material is obtainable in book form.

Eight thousand six hundred sixty-three books were added to the collection during the biennium and 2,243 withdrawn. Books used in an extension service are subjected to more handling and greater wear than are books in local public libraries. However, the number withdrawn could be decreased if funds permitted the purchase of more duplicates.

In addition to the book and pamphlet collection, the Library Extension Division owns a most unusual art collection of 17,266 pictures. It is the only agency in the State, outside of Chicago, which has pictures available for free loan to any individual or organization within the State. The collection includes large mounted copies of paintings suitable for exhibit as well as smaller ones for study. This fall an exhibit of modern paintings from the collection of the Division was borrowed by both the College of Fine and Applied Arts, University of Illinois, and MacMurray College, Jacksonville. A similar exhibit was loaned to the Springfield Art Association in April, 1934.

In an effort to show the value and advantage of a county library system, the Library Extension Division decided to sponsor a demonstration library. It sent a collection of 2,500 books to Putnam County, establishing eight centers as small community libraries. A local person was selected as custodian. The field visitor of the Division serves as a supervisory and advisory librarian, visiting each of the eight centers each month. In addition to the eight centers, collections are sent monthly to each of the eighteen rural schools.

In the first year of the demonstration 33,298 books were circulated, an average of 6.3 volumes per capita and 22.9 volumes per borrower. Supplementary books for special reference uses were loaned by the Division as the need occurred.



This fall, in addition to the Putnam County Demonstration, the Library Extension Division, in cooperation with the Illinois Emergency Relief Administration, is placing bookmobiles in six counties of the State. One is already functioning in Adams County. Plans will soon be completed for such service in Macon County.

The Library Extension Division has agreed to loan a collection of 1,000 volumes, supplementing these with special loans when reference material not included in the collection is needed. The IERA pays the salary of the librarian, and the county provides the book truck and the necessary gas and up-keep of the car.

These bookmobiles have a definite itinerary, visiting stations at scheduled intervals. They do not attempt to serve those towns or cities with libraries, but take care of the non-library area only. Some of the stops are made at the rural schools, community stores, and at certain farm houses where the neighbors gather at the time the bookmobile is due. Library service is being brought for the first time to thousands of citizens of Illinois who never before have had the advantage of library service and free books for both recreational enjoyment and educational stimulus.

The second function of the Library Extension Division is to supervise and advise the public libraries of the State. Nearly three hundred public libraries were visited within the last two years, several at the request of the trustees or the librarian. Meetings were held with the trustees, and methods of improving the library service suggested. With library incomes decreasing, it is more important than ever before that a library be administered in the most economical manner possible without decreasing its service to the public.

Another method of contact with public libraries is the regional conferences held in the spring. Problems common to libraries are discussed. For many of the librarians in small towns, these conferences are their sole means of exchange of ideas and contact with others in the same profession.

In the spring of 1934, under the supervision of the Division with funds provided by the Civil Works Administration, thirty librarians made an exhaustive survey of all tax-supported and endowed public libraries of the State (exclusive of Chicago) and some thirty association libraries. A separate study was made of the Chicago Public Library by a group of librarians working under the direction of the University of Chicago graduate library school and the Chicago Library Club.

By means of the survey, information was gathered about the book collection, its extent and the books included. Each library's collection was checked with six standard catalogs or lists. These checked lists have been compiled by the Library Extension Division so that now one may find out exactly which of these books and how many are in any library in the State.

The circulation and reference use of the book collection, the library records, and its financial status were studied.

Information was also obtained about the librarian and staff, their qualifications, service, and professional relation to the community, and about the trustees of the library.

The material gathered in the survey is now being compiled and a report will be published this fall.

Another helpful service to the libraries is that provided by the publications of the Division. A quarterly bulletin, *Illinois Libraries*, gives news of the library field and contains many helpful and stimulating articles. A supplement is published to the fourth number and comprises the proceedings of the Illinois Library Association, giving in full all papers and speeches made at the annual conference. *Illinois Libraries* is mailed to all public libraries, to the president and secretary of the board of trustees, and to many American and foreign libraries.

A separate report of the work of the Division is printed biennially. It also gathers and publishes a statistical report of all libraries in the State each year. Both the Report and the Statistics are furnished to all libraries in Illinois and to the principal ones in the United States and abroad. In July, 1933, a pamphlet, *Amendments to Library Laws*, was printed as an insert to the complete laws published in 1931 by the Division.

During the last two years three special book lists have been compiled and distributed to all Illinois libraries. They were: Children's books for the home and school library; Reference collection for the small library; and Essential titles for the librarian's professional shelf. These selected lists are especially helpful to the library with a small book budget, which must purchase with its limited funds only the better and more essential titles.

Two reading courses, *Appreciation of art*, and *American painting*, were revised and printed. In addition leaflets explaining the service of the Division were reissued.

Exhibits of books and pictures were held at the State Fair each year and the Illinois Library Association.

The superintendent of the Division is serving as president of the Illinois Library Association for the term 1933-1934. She is also a member of the American Library Association and has served on various committees of that organization.

#### CIRCULATION STATISTICS.

October 1, 1932 to September 30, 1934.

	Requests.	Volumes loaned.
Individuals.....	31,841	87,806
Study clubs.....	1,517	4,799
Public libraries.....	9,432	19,327
Groups of residents.....	446	27,180
Schools.....	3,504	59,904
Pictures.....	327	23,580
Reference.....	6,473	17,545
Putnam County demonstration.....	1	2,676
Total.....	51,008	258,804
Reference work counted twice.....	6,473	17,545
Grand total.....	44,535	241,261

## **ARCHIVES DIVISION—ILLINOIS STATE LIBRARY**

### **Report for the Biennium Ending September 30, 1934**

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This report is in two parts—first, a report on the activities of the Archives Division for the past two years; and second, a report on the archives situation as relates to other State records and to county records.

#### **PART I.**

The Archives Division received unusually heavy deposits of archives during the past biennium. Because of space limitations it was impossible to accept all the records offered and accessions had to be confined to records from departments already using the Archives Division as a depository. This increase was largely due to the change of administration, as outgoing officials transferred many records while preparing to turn over their departments to their successors. So much material came in so fast that a complete physical reorganization of all files in the Archives Division had to be made. All files have been condensed as much as possible and transfer cases piled much higher than either convenience or safety warrants. Space for not more than one year's normal expansion has been thereby provided.

A new and detailed inventory of the records in the department was made in connection with the rearrangement of the files. This shows in detail all records kept in each vault, storeroom, stack aisle, etc. It is cross indexed by subject and has copious bibliographical notes concerning contents, reprints, and the location of cognate material not in the Archives Division. An extra copy of this inventory is on file in the Secretary of State's vault in case of fire or other catastrophe overtaking the records.

In addition to this inventory there is a card catalog of about 16,000 cards, largely compiled within the past two years. This lists not only all manuscript and printed material on file under departments and subject headings similar to any library catalog, but also contains analytics for the records particularly for legislative material, a bibliography on Illinois political science and notes on departmental history. A name index to State records prior to 1850 now contains 166,000 cards.

Since the first constitutional period ended in 1847, that date has been taken as the limitation of the first historical series of archives. All documents prior to 1848 are to be indexed in detail, repaired where necessary and rebound. Of course this will also be done where necessary for later records, but particular emphasis will be placed on these earlier records. Experiments have been made with some of the newer methods of repair of manuscripts, such as the use of cellophane

envelopes, but the older method of covering manuscripts with chiffon seems more satisfactory for Illinois archives, most of which are soft from mildew. Although less work has been done on the earlier documents in the past two years, most have now been repaired and some of them bound. Those so treated to date are as follows:

Legislative bills, 1818-1839; General Assembly Journals, 1861—date rebacked and rebound where needed.

Constitutions of 1818 and 1848. Proposed Constitution of 1862 bound.

#### Census records

Territorial and State censuses 1818-45.

Photostatic copy of 1820 Federal census bound.

Governor's correspondence, 1809-31.

Executive File, 1790-1830 repaired.

Land records: Certificates of purchase, repaired.

Election records, 1818-47, repaired and bound.

Lincoln records have been placed in a special cellophane binder for exhibition purposes.

A Leica camera has recently been added to the equipment of the Division. This takes pictures on motion picture size film capable of enlargement to the full size of the original. Because of its small size it can be taken anywhere, thus solving the problem of getting copies of manuscripts which cannot be brought to the State House for photostating. The cheapness of reproduction and the small storage space needed for the films solve many problems. Transcripts of legislative documents missing from the files will be taken from newspaper sources and copies of county archives of historical interest made. Reproductions of some of the most frequently used archives, particularly territorial and executive records will be extensively used in the future to save wear and tear on the originals.

The compilation of laws relating to the various state departments made in the first year of the Division's existence is being worked over to show the development of each function of State government from pre-territorial days. This compilation has been completed for the period from 1787 to 1848. It is expected to publish this when completed.

Most material comes to the Division already filed. In 1932 the Insurance Department transferred all its records to the Archives Division. In 1933 when the Insurance Department reorganized the files in its own office, it employed a filing expert to supervise the reorganization of its files on deposit in the Archives Division, and in addition assigned one of its file clerks to assist the staff of the Archives Division in completing the task. All Insurance Department records have now been refiled and about half of them unfolded for flat filing.

A collection of printed documents has been started. Printed material is as much archives as manuscript material, but because of the bibliographical work being done by the General Division of the State Library on State documents, emphasis in the Archives Division has in the past been put upon the manuscript work. Because of the need for using both manuscript and printed material together, however, it is proper for the Archives Division to have its file of printed material also.

The reference work of the Division has been described in previous reports. Probably ninety per cent of the calls for material continue to come from State officials. This indicates appreciation of the value of the work of the division, but it also indicates that many State officials are transferring records which should be retained in their own files until no longer in current use. The Archives Division is not a storeroom for things for which the State officials can find no convenient place, but a depository for records which must be kept permanently but which are infrequently consulted. Unless more space is provided shortly the Archives Division will have to follow the example of older departments in other states and arbitrarily set a ten year limit on the transfer of records.

The Archives Division has been represented at several professional conventions, notably the American Library Association, the National Association of State Libraries, the American Historical Association, the Mississippi Valley Historical Association, the Illinois State Historical Society and the Abraham Lincoln Association. The Superintendent of Archives served both years as a member of the Public Archives Commission of the American Historical Association and as Secretary-Treasurer of the National Association of State Libraries, and made a number of talks on archives before clubs and to groups of college students and other persons visiting the Division.

## PART II.

Fire struck twice at the State records during the biennium. On July 9, 1933, the south wing of the State House was damaged to the extent of \$100,000 mostly from water. This wing houses the Secretary of State's Corporation, Securities and Index Departments, the Adjutant General, the State Architect and the Departments of Registration and Education, Labor, Public Welfare, Mines and Minerals and the offices and Hall of the House of Representatives. Fortunately the fire occurred on Sunday when most of the records were in vaults. The 1933 House of Representatives records were not in vaults but were rescued by employees. Had the fire not been promptly discovered and brought under control, the records of all of these offices would have been destroyed. It is possible to close any vault door in that wing over a thick coin, and no vault is either fire or water proof where that can be done. As it was, the State Architect's office was the most badly damaged, though fortunately without serious loss of archives.

On February 8, 1934, the State Arsenal building burned to the ground. The files of the War Records Division, Military and Naval Department were completely destroyed. These records were all contained in steel filing cabinets. Adjutant General Black reports the following records lost:

322,416 statements of service cards for all persons who served in the military forces of the United States during the World War, and who gave their bona fide residence at the time of entry as the State of Illinois. (These records were furnished to the State by

the War Department and the Bureau of Navigation, under an Act of Congress.)

12,500 statements of service cards for men who gave their residence other than Illinois, but who filed application for the Illinois Bonus.

286,643 applications for the Illinois Bonus and all evidence pertaining thereto.

The original Muster-In Rolls for 18,884 men in the National Guard as organized when called into Federal service for the World War. (Published.)

10,245 card records of men of the Illinois National Guard who served in the Federal service on the Mexican Border, 1916-17. (Published.)

All Selective Service records for Illinois men who registered under the Selective Service laws during the World War.

These fires should warn State officials to provide as soon as possible for safer housing of State records. The State House was built before much was known about fireproofing. While solidly built, the dome would act as a perfect flue for the spreading of fire. The vaults of the State Treasurer, Auditor of Public Accounts and Insurance Department have been reconstructed within recent years and probably would withstand any fire. It is doubtful if any other vaults in the State House would hold up in case of crumbling walls or falling floors. In addition they were inadequate in size and the condensation on the walls causes mildew which is more destructive to paper than even fire. The Centennial Building is of reasonably fireproof construction, but the Archives Division which is housed therein has no vaults and part of its store-rooms are in the basement at a considerable distance from its office, making proper supervision difficult. One floor of the State Library stack room is used, and this stack room is supposedly fireproof, though store-rooms lightly partitioned off on the first floor and other features add fire hazards. Difficulty has also been experienced on account of the excess weight of the records kept in this stackroom and in the Division's office. The Division of Vital Statistics occupies an office which was meant for a corridor, and it has no vault space at all though the custodian of some of the most important records belonging to the State. Even though pride in the State's achievements were not sufficient justification for the erection of a building to house the State's archives, the increasing importance of these records to every business man in the State demands that better provisions be made for their preservation.

There has been a healthy increase of interest in county records the past two years. A pamphlet published by the Public Archives Commission of the American Historical Association in 1932 entitled "The Preservation of Local Archives," was sent by the Archives Division to each county and circuit clerk and judge in the State. Several counties have taken advantage of relief workers to rearrange their record rooms. Sangamon County purchased new steel filing equipment and rearranged its files. Winnebago County used C W A workers to index all its marriage, birth and death records. St. Clair County appointed an archivist, Hon. J. Nick Perrin, an author of one of the standard histories of

Illinois. Though serving without pay, Mr. Perrin has arranged and indexed all the records of the county, which is one of the oldest and is probably the richest county in historical archives. Probably other counties have done similar work. The Archives Division claims no credit whatsoever for any of this local work, but mentions it for the benefit of persons interested in the subject of Illinois archives in general.

Appended to this report is a summary of the archives now on file in this office.

## SUMMARY OF 1934 INVENTORY

	Boxes.	Volumes.	Legal size drawers.	Correspondence size drawers.	Card index drawers.	Miscellaneous.
General Assembly.....	1,565	1,946				1 portfolio, 3 packages.
Secretary of State—						
Accounting Department.....	142	89				13 packages.
Anti-trust Department.....		21				
Bookkeepers' records.....	387	94				
Buildings, Parks and Monuments.....	11	46				
Census Records.....	1	124				
Constitutions and Constitutional Conventions.....	3	37				Folders.
Contracts, State Board of.....	24	26				
Corporation Department.....	69	113	374		126	1 package.
Correspondence.....	2	739		664		
Court of Claims.....			41			
Election Records.....	448	92				2 portfolios, 7 packages.
Index to Laws Relating to Counties.....		102				
Licenses.....		3				
Securities Department.....		177				
Shipping Department.....	11	45				
Trade Marks.....	50					
Governor's Records from—						
Executive Department Correspondence.....	207	9				
Criminal Records.....	677	23	120			
Executive Records.....	84	32				
Financial Records.....	66	2				
Internal Improvement Records.....	26	56				
Land Records.....	49	2				
Records of State and County Officers.....	2,123	35				
Reports to General Assembly and Governor.....	115	Not counted				
Miscellaneous.....	2	1				
Department of Insurance—						
Agents' Licenses.....				47	468	
Correspondence with Individuals.....		202		187		
Official Papers and Correspondence.....			370			
Securities Division Correspondence.....				23		
Miscellaneous.....				50		
Department of Registration and Education—						
Correspondence.....				189		
Department of Trade and Commerce—						
Correspondence, Vouchers, Small Loan Licenses and Miscellaneous.....			70	2		
Department of Trade and Commerce—Fire Prevention Division—						
Investigations, Reports, Correspondence, etc.....		133	52	28		
State Treasurer.....		3				
County Archives—						
Bureau County School Lands.....	1					
Fayette County.....	22	38				
Miscellaneous Records—						
Lincoln Records.....		1				
Office Indexes.....	20				132	
Blue Books.....		21				
Reference Library (Exclusive of those pertaining to the General Assembly).....		20				
Total.....	6,177	3,924	1,183	1,064	862	25 packages.



BIENNIAL REPORT  
OF  
**SECRETARY OF STATE**  
OF THE  
**STATE OF ILLINOIS**

---

EDWARD J. HUGHES, *Secretary of State*



Fiscal Years Beginning October 1, 1934, and Ending September  
30, 1936

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(17158)



## LETTER OF TRANSMITTAL

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STATE OF ILLINOIS,  
OFFICE OF SECRETARY OF STATE,  
SPRINGFIELD, *October 31, 1936.*

To His Excellency, HENRY HORNER,  
*Governor of Illinois.*

DEAR SIR: In compliance with Section 16 of Chapter 124, Hurd's 1929 Revised Statutes, and Section 21 of Article V of the Constitution, I have the honor to submit herewith my biennial report as Secretary of State, including the reports of the various departments of the office, the Illinois State Library, Library Extension Division and Archives Division. This report covers the biennial period from October 1, 1934, to September 30, 1936.

Very respectfully,

A handwritten signature in cursive script, reading "Edward J. Hughes". The signature is written in dark ink and is positioned above the printed name of the Secretary of State.

*Secretary of State.*



# REPORT OF SECRETARY OF STATE

## State of Illinois

SPRINGFIELD, November 1, 1936.

Biennial report of the office of Secretary of State for the period beginning October 1, 1934, and ending September 30, 1936.

### GENERAL REVENUE FUND

#### COLLECTIONS:

##### *Miscellaneous Fees*

##### Corporation Department:

Foreign Corporation Fees.....	\$ 1,627,774.06
Domestic Corporation Fees.....	4,202,718.30
Executive Department .....	66,957.23
Securities Department .....	123,847.13
Index Department .....	1,360.50

\$ 6,022,657.22

##### *Certificate of Title*

Springfield Office .....	\$ 698,190.00
Chicago Office .....	225,073.50

923,263.50

##### *Used Car Dealer*

Springfield Office .....	\$ 16,573.00
Chicago Office .....	4,127.00

20,700.00

##### *Title Search*

Springfield Office .....	\$ 4,743.28
Chicago Office .....	1,068.75

5,812.03

MISCELLANEOUS ITEMS: Miscellaneous Sales, Cancelled Salary Warrants, etc. ....

15,869.47

#### TOTAL COLLECTIONS

\$ 6,988,302.22

#### DEDUCTIONS FOR REFUNDS AND DISHONORED CHECKS:

Miscellaneous Fees .....	\$ 7,811.91
Certificate of Title .....	37.00

\$ 7,848.91

#### AMOUNTS PAID INTO STATE TREASURY

##### *Miscellaneous Fees*

##### *Certificate of Title*

Springfield Office .....	\$ 689,864.00
Chicago Office .....	221,868.00

911,732.00

##### *Used Car Dealer*

Springfield Office .....	\$ 16,533.00
Chicago Office .....	4,106.00

20,639.00

##### *Title Search*

Springfield Office .....	\$ 4,673.93
Chicago Office .....	1,035.25

5,709.18

MISCELLANEOUS ITEMS: Miscellaneous Sales, Cancelled Salary Warrants, etc. ....

15,869.47

#### BALANCE IN STATE TREASURY in process of Clearing September 30, 1936

Miscellaneous Fees .....	\$ 17,772.37
Certificate of Title .....	11,494.50
Used Car Dealer .....	61.00
Title Search .....	102.85

29,430.72

#### TOTAL

\$ 6,988,302.22

## ROAD FUND

COLLECTIONS FOR MOTOR VEHICLE, DEALERS'  
AND CHAUFFEURS' LICENSES:

Springfield Office .....	\$25,455,470.27	
Chicago Office .....	12,148,214.95	
		<u>\$37,598,685.22</u>

MISCELLANEOUS ITEMS—Salary Warrants Cancelled..... 379.92

TOTAL COLLECTIONS ..... \$37,599,065.14

TOTAL DEDUCTIONS FOR REFUNDS AND DISHONORED  
CHECKS:

Springfield Office .....	\$ 97,502.73	
Chicago Office .....	6,755.79	
		<u>\$ 104,258.52</u>

## AMOUNT PAID INTO STATE TREASURY:

*Motor Vehicle, Dealers' and Chauffeurs' Licenses*

Springfield Office .....	\$25,309,180.06	
Chicago Office .....	12,104,968.84	
		<u>37,414,148.90</u>

MISCELLANEOUS ITEMS, Salary Warrants Cancelled..... 379.92

BALANCE IN STATE TREASURY in process of Clearing Sep-  
tember 30, 1936..... 80,277.80

TOTAL ..... \$37,599,065.14

## PROTEST FUND

## MISCELLANEOUS FEES PAID UNDER PROTEST:

Foreign Corporation Fees.....	\$ 183.51	
Foreign Corporation Tax.....	29,490.58	
Domestic Corporation Fees.....	4,727.17	
Domestic Corporation Tax.....	3,488.06	

TOTAL FEES PAID UNDER PROTEST..... \$ 37,889.32

PAYMENTS TO STATE TREASURY OF FEES PAID UNDER  
PROTEST:

Foreign Corporation Fees.....	\$ 183.51	
Foreign Corporation Tax.....	29,490.58	
Domestic Corporation Fees.....	4,727.17	
Domestic Corporation Tax.....	3,488.06	

TOTAL ..... \$ 37,889.32

## RECAPITULATION

## COLLECTIONS:

General Revenue Fund.....	\$ 6,988,302.22	
Road Fund .....	37,599,065.14	
Protested Fees .....	37,889.32	

TOTAL COLLECTIONS ..... \$44,625,256.68

DEDUCTIONS FOR REFUNDS AND DISHONORED  
CHECKS:

General Revenue Fund.....	\$ 7,848.91	
Road Fund .....	104,258.52	
		<u>\$ 112,107.43</u>

## AMOUNTS PAID INTO STATE TREASURY:

General Revenue Fund.....	\$ 6,951,022.59	
Road Fund .....	37,414,528.82	
Protest Fund .....	37,889.32	

44,403,440.73

BALANCE IN STATE TREASURY in process of  
Clearing September 30, 1936:

General Revenue Fund.....	\$ 29,430.72	
Road Fund .....	80,277.80	
		<u>109,708.52</u>

TOTAL ..... \$44,625,256.68

## BALANCE—ENJOINED FEES ACCOUNT—September 30, 1934....

WITHDRAWALS—by Court Order..... \$ 4,233.49

BALANCE—September 30, 1936..... \$ 1,738.37

BALANCE—September 30, 1936..... \$ 2,495.12

# APPROPRIATION ACCOUNTS

## Biennial Report of Appropriation Accounts

### Office of the Secretary of State

### Automobile Department

### and

### State Library

October 1, 1934 to September 30, 1936

	Balance Oct. 1, 1934.	Appropriated by 59th G. A.	Used from non- contingent fund.	Lapsed Oct. 1, 1935.	Expended Oct. 1, 1934 to Oct. 1, 1936.	Balance Oct. 1, 1936.
<b>OFFICE EXPENSES.</b>						
Postage.....	\$72,260.86	\$110,000.00	-----	-----	\$134,073.29	\$48,187.27
Freight, express and drayage.....	2,466.91	4,000.00	-----	\$1,664.08	3,031.55	1,871.28
Telephone and telegraph.....	2,470.45	6,000.00	-----	3,940.02	2,868.03	1,602.40
Office supplies.....	1,031.07	2,700.00	\$435.34	-----	3,151.47	1,012.94
Premiums and surety bonds.....	2,631.12	4,000.00	-----	2,686.12	314.83	3,550.47
Rent: Chicago office.....	1,340.00	7,000.00	-----	10.00	6,580.00	1,750.00
Light: Chicago Office.....	126.74	350.00	-----	8.06	408.50	60.15
Total.....	\$82,346.85	\$134,000.00	\$435.34	\$8,108.31	\$150,627.37	\$58,094.41
<b>REPAIRS AND EQUIPMENT.</b>						
Machinery repairs.....	\$ 3,424.34	\$ 7,000.00	-----	\$ 17.64	\$ 6,219.69	\$ 4,187.01
Elevator repairs.....	2,464.74	4,000.00	-----	2.56	4,919.44	1,542.74
Plumbing and heating repairs.....	1,640.43	6,000.00	-----	21.02	5,587.95	2,031.46
Building and roof repairs.....	22,009.25	15,260.00	-----	.02	31,000.71	6,268.52
Truck and auto repairs.....	632.00	13,000.00	-----	19.85	2,494.19	11,017.96
Flags.....	496.50	500.00	\$138.50	131.31	748.99	254.70
Awnings, shades and screens.....	1,102.10	1,200.00	-----	8.41	1,256.34	1,037.35
Typewriters.....	3,367.68	5,000.00	-----	1,518.42	3,396.81	3,452.45
Office furniture.....	442.71	4,400.00	51.76	1.21	1,765.33	3,127.92
Office equipment.....	1,902.23	7,000.00	-----	206.33	5,663.18	3,032.71
Books, newspapers and periodicals.....	2,141.65	3,000.00	-----	105.33	2,978.39	2,057.93
Greenhouse supplies.....	1,490.01	2,500.00	-----	600.54	1,900.57	1,458.90
Electrical equipment.....	2,878.39	7,000.00	-----	14.49	6,936.41	2,927.49
Hardware and building ma- terial.....	1,456.27	3,500.00	-----	2.12	3,269.93	1,694.22
Fire and safety equipment.....	760.00	5,000.00	-----	2.00	5,692.69	65.31
Addressograph Department supplies.....	927.51	3,000.00	-----	90.50	2,077.98	1,749.73
Photostat.....	2,071.25	5,000.00	-----	12.89	6,529.91	228.45
Total.....	\$49,077.05	\$92,360.00	\$190.25	\$2,763.94	\$92,728.51	\$46,134.85
<b>OPERATION.</b>						
Fuel.....	\$36,272.71	\$50,000.00	-----	\$ 10.85	\$56,987.98	\$29,273.88
Oil, waste and gasoline.....	1,992.82	5,000.00	-----	5.81	6,104.73	522.25
Mechanical supplies.....	1,676.61	5,000.00	-----	36.14	4,236.80	2,404.17
Gas.....	77.77	100.00	-----	8.20	103.20	66.37
Water.....	4,091.20	8,000.00	-----	15.33	8,703.31	3,372.56
Ice.....	500.00	-----	-----	-----	500.00	-----
Laundry.....	2,312.12	13,250.00	-----	1.38	8,872.35	6,888.89
Janitor supplies.....	5,501.25	11,250.00	\$3.80	-----	11,245.08	5,509.97
Elevator and boiler insurance.....	856.29	3,000.00	-----	14.88	2,190.44	1,163.97
Court reports.....	13,922.30	25,000.00	-----	624.10	26,679.06	11,619.02
Total.....	\$66,415.97	\$120,600.00	\$3.80	\$716.69	\$125,682.47	\$60,530.61

## APPROPRIATION ACCOUNTS—Continued.

	Balance Oct. 1, 1934.	Appro- priated by 59th G. A.	Used from con- tingent fund.	Lapsed Oct. 1, 1935.	Expended Oct. 1, 1934 to Oct. 1, 1935.	Balance Oct. 1, 1935.
<b>SALARIES AND WAGES.</b>						
Salaries and wages.....	\$318,832.23	\$780,062.00	-----	\$51,643.57	\$748,927.32	\$298,323.34
Extra help: Office.....	2,072.66	5,000.00	\$3,108.00	825.16	6,550.17	2,805.33
Extra help: Plant.....	2,328.77	7,500.00	22.50	3.40	7,074.68	2,773.21
Total.....	\$323,233.66	\$792,562.00	\$3,130.50	\$52,472.13	\$762,552.15	\$303,901.88
<b>MISCELLANEOUS.</b>						
Editing Blue Book.....	-----	\$ 4,000.00	\$ 450.39	-----	\$ 4,450.39	-----
Traveling expenses.....	\$ 5,669.33	10,000.00	10,203.25	\$382.50	23,442.05	\$ 2,078.03
Telephone exchange.....	16,759.15	85,000.00	2,205.00	103.19	79,388.99	24,471.97
Printing and distributing court of claims opinions.....	-----	2,000.00	-----	-----	2,000.00	-----
Boiler equipment and repairs.....	2,384.20	12,000.00	-----	24.04	10,780.74	3,599.42
Lighting System: Capitol Grounds.....	506.17	-----	-----	5.91	500.26	-----
Repairs and improvements, House of Representatives.....	-----	45,000.00	-----	-----	-----	45,000.00
Repairs to Capitol Building.....	-----	65,000.00	-----	-----	31,653.23	33,346.77
Repairs to power house.....	-----	8,000.00	-----	-----	-----	8,000.00
Administering Anti-Theft Act.....	273,544.61	750,000.00	-----	57,250.34	676,187.72	290,106.55
Total.....	\$298,863.46	\$981,000.00	\$12,858.64	\$57,735.98	\$828,383.38	\$406,602.74
Contingencies.....	\$14,325.00	\$15,000.00	-----	\$466.81	\$16,728.93	\$12,129.26
<b>SUMMARY.</b>						
Office expenses.....	\$ 82,346.85	\$134,050.00	\$ 433.24	\$ 8,108.31	\$150,627.37	\$ 58,094.41
Repairs and equipment.....	49,077.05	92,360.00	190.25	2,763.94	92,728.51	46,134.85
Operation.....	66,415.97	120,600.00	3.80	716.69	125,682.47	60,620.61
Salaries and wages.....	323,233.66	792,562.00	3,130.50	52,472.13	762,552.15	303,901.88
Miscellaneous.....	298,863.46	981,000.00	12,858.64	57,735.98	828,383.38	406,602.74
Total.....	\$819,936.99	\$2,120,572.00	\$16,616.43	\$121,797.05	\$1,969,973.88	\$875,354.49
Contingencies.....	14,325.00	15,000.00	-----	466.81	16,728.93	12,129.26
Total, office of Secretary of State.....	\$834,261.99	\$2,135,572.00	\$16,616.43	\$122,263.86	\$1,976,702.81	\$887,483.75
<b>OFFICE EXPENSES, AUTOMOBILE DEPARTMENT.</b>						
Postage.....	\$91,430.80	\$225,000.00	-----	\$ 69.70	\$208,774.10	\$107,587.00
Freight, express and drayage.....	5,282.94	8,000.00	-----	1,294.78	6,568.89	5,419.27
Telephone and telegraph.....	2,733.66	6,500.00	-----	1.11	7,928.62	1,303.93
Office supplies.....	-----	10,000.00	-----	-----	1,284.06	8,715.94
Premiums and surety bonds.....	2,078.11	4,000.00	-----	11.92	4,729.60	1,336.59
Rent.....	2,020.00	16,600.00	-----	-----	13,495.00	5,125.00
Light.....	50.10	2,150.00	-----	157.24	1,296.45	746.41
Total.....	\$103,595.61	\$272,250.00	-----	\$1,534.75	\$244,076.72	\$130,234.14
<b>OPERATION, AUTOMOBILE DEPARTMENT.</b>						
Typewriters.....	\$ 127.16	\$ 2,000.00	-----	-----	\$ 2,875.28	\$ 751.93
Office furniture.....	3,836.70	5,000.00	-----	-----	6,122.88	2,712.83
Printing of automobile license blanks.....	4,065.20	30,000.00	-----	\$10.07	28,487.24	5,557.89
Photostat supplies.....	56,569.66	75,000.00	\$ 55.70	-----	129,968.27	1,642.09
Automobile Department sup- plies.....	176,877.02	356,240.00	9,494.11	8.10	456,963.10	85,639.93
Total.....	\$341,464.74	\$469,240.00	\$9,529.81	\$18.17	\$623,911.72	\$106,304.66



## APPROPRIATION ACCOUNTS—Continued.

	Balance Oct. 1, 1934.	Appropriated by 59th G. A.	Used from non- tinent fund.	Lapsed Oct. 1, 1935.	Expended Oct. 1, 1934 to Oct. 1, 1935.	Balance Oct. 1, 1936.
<b>SALARIES AND WAGES, AUTOMOBILE DEPARTMENT.</b>						
Salaries and wages.....	\$215,366.42	\$553,336.00	-----	\$25,949.17	\$534,610.29	\$208,142.96
Extra help: Automobile Department.....	34,566.19	40,000.00	\$100.83	8,862.19	46,767.58	19,037.25
Extra help: Chicago Auto Department.....	34,750.00	35,000.00	-----	10,407.75	41,563.50	17,778.75
Total.....	\$284,682.61	\$628,336.00	\$100.83	\$45,219.11	\$622,941.37	\$244,958.96
<b>MISCELLANEOUS.</b>						
Travel, Automobile Department.....	\$ 40,006.37	\$ 75,000.00	-----	\$ 2,103.14	\$ 94,550.80	\$18,352.63
Printing of automobile registration books.....	118,302.70	162,500.00	-----	26,546.69	181,046.06	73,209.95
Total.....	\$158,309.07	\$237,500.00	-----	\$28,649.83	\$275,596.86	\$91,562.58
Contingencies, Automobile Department.....	\$10,000.00	\$10,000.00	-----	\$406.86	\$9,630.64	\$9,962.50
<b>SUMMARY—AUTOMOBILE DEPARTMENT.</b>						
Office expenses.....	\$103,595.61	\$272,250.00	-----	\$ 1,534.75	\$244,076.72	\$130,234.14
Operation.....	241,464.74	460,240.00	\$9,529.81	18.17	623,911.72	96,304.66
Salaries and wages.....	284,682.61	628,336.00	100.83	45,219.11	622,941.37	244,958.96
Miscellaneous.....	158,309.07	237,500.00	-----	28,649.83	275,596.86	91,562.58
Total.....	\$788,052.03	\$1,607,326.00	\$9,630.64	\$75,421.86	\$1,766,526.47	\$563,060.34
Contingencies.....	10,000.00	10,000.00	-----	406.86	9,630.64	9,962.50
Total, Automobile Department.....	\$798,052.03	\$1,617,326.00	\$9,630.64	\$75,828.72	\$1,776,157.11	\$573,022.84
<b>LIBRARIES.</b>						
Salaries and wages (all three divisions).....	\$36,317.00	\$95,400.00	-----	\$2,153.75	\$91,806.75	\$37,756.50
<b>GENERAL LIBRARY DIVISION.</b>						
Extra help.....	\$ 750.25	\$ 2,000.00	\$112.50	\$ .67	\$ 1,914.43	\$ 947.65
Office expenses.....	1,428.35	3,000.00	-----	1.10	3,431.94	995.51
Repairs and equipment.....	2,812.32	3,000.00	-----	639.31	3,334.87	1,838.14
Travel.....	281.85	750.00	-----	58.50	571.74	406.52
Books, magazines and periodicals.....	8,629.73	16,000.00	-----	108	19,303.40	7,326.30
Total.....	\$13,902.50	\$26,750.00	\$112.50	\$694.70	\$28,556.38	\$11,513.92
<b>LIBRARY EXTENSION DIVISION.</b>						
Extra help.....	\$ 333.21	\$ 1,500.00	-----	-----	\$ 1,580.49	\$ 252.72
Office expenses.....	1,192.76	3,500.00	-----	-----	3,395.11	1,297.65
Repairs and equipment.....	548.92	2,500.00	-----	\$ .01	1,757.92	1,290.99
Travel.....	1,843.40	3,500.00	-----	118.94	3,586.21	1,638.25
Books, magazines and periodicals.....	7,916.03	16,000.00	-----	-----	17,887.90	6,028.13
Administration expenses.....	-----	10,000.00	-----	-----	5,108.51	4,891.49
Books and periodicals, public libraries.....	-----	500,000.00	-----	-----	284,863.77	315,136.23
Total.....	\$11,834.32	\$637,000.00	-----	\$118.95	\$318,179.91	\$330,535.40

## APPROPRIATION ACCOUNTS—Concluded.

	Balance Oct. 1, 1934.	Appro- priated by 59th G. A.	Used from con- tingent fund.	Lapsed Oct. 1, 1935.	Expended Oct. 1, 1934 to Oct. 1, 1936.	Balance Oct. 1, 1936.
<b>ARCHIVES DIVISION.</b>						
Extra help.....	\$ 341.66	\$1,000.00	-----	\$ 4.16	\$ 337.50	\$1,000.00
Office expenses.....	1,070.81	1,800.00	-----	577.97	990.37	1,302.47
Repairs and equipment.....	2,393.79	4,000.00	-----	1,406.24	1,016.63	3,970.92
Travel.....	470.53	700.00	-----	253.15	433.19	484.16
Total.....	\$4,276.79	\$7,500.00	-----	\$2,241.55	\$2,777.69	\$6,757.55
Total, libraries.....	\$66,330.61	\$766,650.00	\$112.50	\$5,208.95	\$441,320.73	\$386,563.43
<b>RECAPITULATION.</b>						
Office, Secretary of State.....	\$324,261.96	\$2,135,572.00	\$16,616.43	\$122,263.86	\$1,976,702.81	\$887,483.75
Automobile Department.....	798,052.03	1,617,326.00	9,630.64	75,828.72	1,776,157.11	573,022.84
Libraries.....	66,330.61	766,650.00	112.50	5,208.95	441,320.73	386,563.43
Grand total.....	\$1,698,644.63	\$4,519,548.00	\$26,359.57	\$203,301.53	\$4,194,180.65	\$1,847,070.02

## SUPPLY DEPARTMENT

During the period between October 1, 1934 and September 30, 1936 there were issued to the various departments of the State Government supplies as follows:

Name of the Department	Amount
Governor .....	\$ 863.49
Secretary of State.....	12,679.89
State Treasurer .....	917.43
State Auditor .....	2,293.02
Attorney General .....	179.55
Superintendent of Public Instruction.....	1,917.55
Supreme Court, Clerk.....	78.33
Supreme Court, Marshal.....	65.28
Appellate Court, First District.....	.82
Appellate Court, Second District.....	4.96
Appellate Court, Third District.....	29.37
Appellate Court, Fourth District.....	28.52
Military and Naval.....	784.10
Agriculture .....	2,692.09
Civil Service Commission.....	632.21
Illinois Farmers Institute.....	175.56
Finance .....	8,329.38
Labor .....	1,443.42
Legislative Reference Bureau.....	339.27
Illinois State Historical Library.....	275.36
Illinois State Library.....	312.83
Library Extension Division.....	444.43
Archives Division, State Library.....	48.03
Advisory Commission Library Relief Fund.....	23.07
Public Welfare .....	6,132.87
Public Health .....	4,196.28
Public Works and Buildings.....	4,680.89
Registration and Education.....	1,617.84
Illinois Commerce Commission.....	2,079.81
Secretary of Senate.....	131.85
Fifty-eighth and Fifty-ninth General Assembly.....	424.22
Mines and Minerals.....	352.96
Conservation .....	1,136.74
Illinois State Athletic Commission.....	29.42
Illinois Aeronautics Commission.....	18.12
Illinois Liquor Control Commission.....	319.42
Mining Investigation Commission.....	48.42
Insurance .....	2,205.29
Illinois Horticultural Society.....	13.23
Vocational Rehabilitation .....	104.77
Illinois Emergency Relief Commission.....	7.55
Illinois Racing Commission.....	4.96
	<hr/>
	\$58,062.60
Stock received during two years.....	58,710.07

## SHIPPING DEPARTMENT BIENNIAL

	Received	Distributed
Reports of State Officers, Boards, Commissions, etc., printed and bound.....	7,300,500	
Office forms, applications, blanks, etc., for Capitol Building .....	38,976,000	38,090,500
Reports distributed to members of the General Assembly .....		5,000
Reports and pamphlets distributed.....		7,200,000
Auto Registration Books—1935.....	41,250	38,125
Auto Registration Books—1936.....	43,030	39,040
Election Registers .....	45,000	22,000
Senate Bills, Amendments, etc., of 59th G. A.....	117,500	71,000
House Bills, Amendments, etc., of 59th G. A.....	206,500	134,000
House and Senate Journals.....	25,625	24,500
Supreme Court Reports.....	3,252	3,252
Appellate Court Reports.....	4,004	4,004
Printed Envelopes for Secretary of State.....	7,785,000	6,227,725
Letter Heads for the Secretary of State.....	1,785,000	1,584,500
Fourth Special Session Laws and Journals of the 58th G. A.....	750	700
Session Laws for the 59th G. A.....	17,500	13,000
Blue Books for 1935-1936.....	13,105	13,105
Bound House and Senate Journals of 59th G. A. 1935.	1,500	1,300
<b>1935</b>		
Auto Plates .....	1,352,000	1,342,904
Dealer Plates .....	5,000	3,896
Truck Plates .....	214,000	190,843
Trailer Plates .....	17,000	14,636
Motorcycle Plates .....	6,000	5,291
<b>1936</b>		
Auto Plates .....	1,475,000	1,442,584
Dealer Plates .....	4,500	3,937
Truck Plates .....	233,000	204,645
Trailer Plates .....	28,400	17,421
Motorcycle Plates .....	6,000	5,753

**ILLINOIS STATE LIBRARY**  
**General Library Division**

**Biennial Report**

**October 1, 1934–September 30, 1936**

Library resources, their use, and recommendations relating thereto, form the substance of this report. The Division is a service unit in the State governmental structure, producing no direct revenue in dollars and cents, but justifying its existence by accruing assets, intangible as well as tangible, and an increasing number of calls for the information it affords.

On September 30, 1936, the accession record showed a book collection of 132,225 volumes. With the collection of 97,485 pamphlets, printed resources of the General Library Division reach a total of 229,710.

Included in those figures are the additions during the biennium, which were acquired as follows:

**BOOKS**

Purchased .....	5,193	
Donated .....	227	
Replaced .....	9	
Magazines bound .....	378	
Newspapers bound .....	19	
United States government documents bound.....	193	
Illinois publications bound.....	22	
Illinois publications from the State.....	155	
Publications of other states, on exchange.....	517	
United States government documents, on deposit.....	359	
Total bound volumes added Oct. 1, 1934–Sept. 30, 1936.....		7,072

**PAMPHLETS**

Miscellaneous sources .....	388	
Illinois State publications.....	692	
Publications of other states, on exchange.....	1,987	
United States government publications, on deposit.....	4,044	
Total pamphlets added Oct. 1, 1934–Sept. 30, 1936.....		7,111

Total additions, books and pamphlets..... 14,183

The number of book additions is slightly higher than for the previous biennium, the number of pamphlets, most of which were acquired other than by purchase, considerably lower. Fortunately for the main-

tenance of reference service, State library appropriations for books and magazines were spared the reductions quite generally made for State economy in recent years. The fact that even with good library discounts, the average price paid per volume during this biennium was \$2.75, indicates that books for a collection of this kind cost more than an equal number of volumes for a public library which must have a generous supply of fiction and children's books.

Binding appropriations were drastically cut, however, and as a consequence, the number of magazines and newspapers bound was less than half that of the last biennium. Only 208 volumes were rebound, although increased use and crowded conditions have added greatly to the numbers of books which need rebinding and there are thousands of them which should have this attention. Withdrawals numbered only 22.

The number of current magazines in the Reading Room increased. Suggestions from various departments, that certain specialized magazines be added to the Library, are frequent. Decisions on those requests are governed largely by the question of whether the magazines are indexed in any of the periodical indexes in the Reference Room. Such indexing gives more than current value to any magazine, for the contents of each number are so effectively docketed by subject, author and title, that a collection of magazines becomes an easily used and permanent reference aid of encyclopedic proportions. There is in the current magazine racks a diversified collection of 585 magazines, 421 of them purchased, 85 donated, and 79 on deposit from the United States government. There are 18 newspapers in the Reading Room, only one of these donated. Due to space limitations, but few of these files are kept even for so long as one year. Three of them, only, are bound for permanent preservation: the Chicago Journal of Commerce, the United States Weekly, and the New York Times. The value of these files is greatly enhanced by the New York Times Index, published monthly and cumulated into one alphabetic arrangement of subjects in the large volume issued annually.

Although the bound files of newspapers in the State Library are negligible compared with those in the State Historical Library, both libraries have sent records of their holdings to be included in the forthcoming "Union List of Newspapers" a monumental volume which will show where, in the libraries of the United States and Canada, specified newspapers can be consulted.

Whether the much quoted depression had some effect on the number of cases decided in the higher courts of the states might be questioned, but it is a fact that the number of volumes of court reports of other states, received in exchange for Illinois Supreme and Appellate Court reports, was lower than for any two year period since 1916. The 131 volumes so received this biennium were transferred to the Supreme Court Library as usual, in accordance with the 1842 statutory enactment.

To this Division came 462 requests, chiefly from other libraries, for help in completing files of Illinois State publications, in answer to which 428 bound volumes and 1,144 pamphlets were supplied.

Each of approximately fifty state and university libraries on the exchange list received six express and six mail shipments, containing in them 296 pamphlets and 21 bound volumes.

The report of number of volumes classified and cataloged during the two years ended September 30, 1936, is as follows:

General works .....	471
Philosophy .....	305
Religion .....	232
Sociology .....	2,369
Philology .....	43
Natural science .....	421
Useful arts .....	1,183
Fine arts .....	508
Literature .....	429
History, Travel, Biography .....	1,198
Fiction .....	16
Juvenile .....	12
United States government publications .....	4,104
Illinois State publications .....	1,509
Other State publications .....	2,179
Magazines shelved .....	385
<b>Total .....</b>	<b>15,364</b>

The first ten subjects in the list above are those of the major divisions of the Dewey Decimal classification, within which sociology shows the greatest number of additions, including among its subdivisions statistics, political science, economics, law, administration, public welfare, insurance and commerce. Useful arts, another subject well covered in the General Library Division, has within its subdivisions, to cite only a few of the many, public health, engineering, agriculture, home economics, office methods, advertising and chemical technology.

So much time of the entire cataloging staff had to be apportioned to the public desks for reference and circulation work, that it is surprising there is only an 8 per cent decrease in output below the figures of the last report.

Considerable time of catalog assistants has also been needed for supervision of young workers supplied through a state wide library project sponsored by the Secretary of State and State Librarian, through the support and co-operation of the Illinois State Director of the National Youth Administration.

Practically all the time of these N. Y. A. workers was spent in a much needed, though discouragingly futile, attempt to redistribute the congestion in the bookstacks so as to be least detrimental to service at the circulation and reference desks. As many vertical files were added as could be crowded in the superintendent's office, into which were moved State publications awaiting cataloging. Into the catalog room bookstacks, thus vacated, were moved certain classes of books from the main floor stack room. The apportionment of the meager space thus gained there, involved the moving, cleaning and rearranging of every volume of the many thousands in that main floor stack, which adjoins the Reference Room.

In the lower stacks, duplicate files of Illinois State publications which had, due to donations from State departments and other libraries, outgrown the shelves allotted to them, were moved into a stack vault where space had been created by the removal of a series of Canadian documents to storage on the tops of the cast iron stacks on the third stack tier, where they now can be reached only with the aid of a step

ladder. To illustrate how impossible in a library of this sort it is to anticipate requests for seldom used material, this change had been made only a few days when reports of the Ontario Hydro-electric Commission had to be located in those very Canadian documents. Many state documents were marked and reshelfed in the second tier of bookstacks.

Cards were ordered for unclassified state documents and for publications of the Philippine Islands, in all cases where catalog cards had been printed by the Library of Congress. Thousands of these cards now await the attention of the catalogers, whenever time can be taken from the more pressing current work.

These accomplishments of N. Y. A. workers helped to relieve temporarily an almost impossible bookstack situation, and they were thus of real service to the Library. It may seem regrettable that these young people could not have been employed in a more constructive project of permanent value, but there was at the time no other course to pursue.

Much could be done in amplifying and strengthening the files of publications which are obtainable by the State Library through gift and exchange but the necessary checking, ordering, classifying and cataloging of this difficult type of library material are time consuming processes for a professional staff already too plentifully supplied with matters requiring immediate attention. "Entirely too little book space" and "Not nearly enough library assistants" explain why this is not being done now, but it should be done, and soon.

There is, for instance, no library in Springfield which makes any pretense of maintaining a collection of the publications of the city of Chicago or of Cook County, and there should certainly be some place among permanent library collections of the capital where these documents could be consulted. The issuance in 1934, through a Civil Works Administration project worked out in the Documents Division of the University of Chicago Libraries, of a 230 page mimeographed publication "Chicago and Cook County: a union list of their official publications, including the semi-official institutions" serves to show the extent of these documents. While it would probably be difficult, if not impossible, to gather together now such a complete collection as exists in the Municipal Reference Library in Chicago, it should at least be practicable to acquire and organize for use the current and recent materials.

Public libraries generally are reporting decreased circulation figures, totals in most cases being markedly lower than those for the earlier years of economic distress. The General Library Division circulation of books and magazines for 1932-1934 was 30 per cent greater than for 1930-1932; but for the biennium ended September 30, 1936, the total circulation was 122,161, showing a drop of one and a half per cent under the total of the 1934 report. The 2,550 volumes borrowed by the Library Extension Division these last two years represent about half the number in the previous report—a decrease which absorbs the percentage of loss noted above in the total. The circulation in Springfield, to State legislators, officials, employees and others, was 86,081. In answer to requests by mail, 33,512 books were sent to 148 libraries, 24 colleges, 188 schools and 3,296 persons in 752 cities, towns and villages, distributed through every county in the State. Only 9 requests for interstate library loans



were received, and 18 volumes were sent out of the State in response to those requests.

An interesting development of the last two years has been the increased use of General Library Division resources by professional staffs of the State prisons for adult education work.

Because of State department and institution calls for technical or scientific works not owned by the State Library, this Division has on a number of occasions borrowed material from the University of Illinois Library and from the John Crerar Library in Chicago, and in a few instances has bought photostat copies of articles not otherwise obtainable, from these libraries and others.

Photostat copies of material from volumes which cannot well be circulated have been supplied as before, by courtesy of the office of the Secretary of State, for use in reference work out in the State. When returned the copies go into the Information file for later use. The question of whether in the immediate future, something can be done within the Library in the development of photostat or some other form of photographic or microfilm reproduction of library materials, will be for the appropriating authorities to determine.

Reference requests increase steadily in number and diversity, coming in by mail and over the office telephones as well as by personal application at the Loan and Reference Desks. Letters asking for information on Abraham Lincoln, Illinois history, and genealogy, have been referred to the Illinois State Historical Library, which specializes in these subjects. To the Library Extension Division have been referred 991 letters containing requests for school libraries, community collections, advice on local library organization, or other subjects within the particular province of that Division. Letters sent to the General Library Division Reference Desk for attention numbered 7,628, showing an 18 per cent increase over the figures for the last report.

Reference questions answered by the General Library Division numbered for this biennium, 14,643, an increase of 12 per cent over the previous two-year period. This total does not include the use made of books on open shelves in the Reference Room by the State personnel and others who know how to consult the indexes and other general reference works for themselves; and this use is not inconsiderable, though it can hardly be fairly estimated, even by the numbers of books on the tables at the end of the day.

The 356 bibliographies and booklists compiled and sent out in answer to requests for available and recommended books on certain subjects, indicate more than 90 per cent increase in that work.

This reference work, and the circulation of books connected with it, extends to all quarters of the State, and is practically the only way in which the information and materials of the General Library Division prove to be of service to libraries and citizens of Illinois outside of those immediately connected with the State government. Something could be done to liberalize the present law and to clarify its provisions for State-wide use of the State Library.

The Division has been represented either by the Superintendent or professional staff members, at conferences of the American Library

Association, the National Association of State Libraries, the Special Libraries Association and the Illinois Library Association. At the Rockford conference of the I. L. A. the Reference Librarian read her paper on Illinois Authors; and to the Public Documents Section of the A. L. A. at the Richmond conference the Superintendent of the Division contributed a paper on Trends in the Publication and Distribution of State Documents.

The Check List of Illinois State Publications, mentioned in the last report, is still only in preliminary typed form, needing comparison with files in State departmental offices and the larger libraries in Chicago and Urbana before final work on even a tentative list can be accomplished.

Time for constructive work of this or any other professional sort, has had to give way before the progressively harder task of trying to improvise space for the constantly growing collection of books and pamphlets. In order to keep pace with requests for the most recent and authoritative information on all sorts of questions within the scope of the State Library it is necessary to buy books and magazines regularly and with a reasonable degree of liberality. Even though no books whatever were purchased, there would still be need for more shelving space, for federal publications supplied free to state libraries having the United States document depository status, and publications of other states received through exchange, come to the Library in large numbers.

Eight years ago the Biennial report stressed the repeated efforts made to keep order in the book collections with the inadequate shelving facilities, and summed up as follows "Much time has been consumed in these changes, and the relief is quite temporary." Six years ago increasing difficulties were cited, with this statement "The temporary expedients which have been employed from time to time to give minor relief are practically exhausted." Again, four years ago "The need of an appropriation for steel bookstacks should be urged." Two years ago, as part of an urgent plea on the same subject, these sentences appeared" . . . in spite of repeated and time consuming shiftings and maneuverings to conserve space . . . the crowding makes it well nigh impossible to keep that order in the bookstacks which is imperative for efficient service . . . The Archives Division has in several reports commented on the unsuitability of its filing facilities in the fifth floor of the library bookstack. . . . If adequate provisions for archives storage were made elsewhere, and if this tier of stacks could be assigned to the General Library Division, the problem would be temporarily solved, but for a few years only."

The archives situation is clearing up magnificently, in the erection jointly with Federal and State funds, of an Archives Building in which the State of Illinois and the Public Works Administration of the United States, may take great and justifiable pride. With the removal of records to that new building, when completed, there is promise of the present Archives bookstack, vault and office space, for General Library materials, permitting order temporarily to be brought out of the cramming and overcrowding now unavoidable in the stacks.

The problem is not really thereby solved, however. On this one factor as much as anything else, rests the decision as to whether the

Illinois State Library is to be an insignificant collection of the minimum essentials for any small library, or whether it is to have its place among the best state libraries of this country, a real credit to the state supporting it.

There are two alternatives which may as well be presented for consideration. The State of Illinois may admit that it can not, or does not care to, maintain a State Library comparable with those of other states approaching it in wealth and responsibilities, and in accord with that position, may discard or dispose of, in the materials gathered from many sources since 1842, all except the most frequently used and obviously necessary, in order to make room for the smallest possible minimum of current and future additions. This is not the premise on which a reference library is ordinarily built up. The University of Illinois Library, with its close to a million volumes in the combined Urbana and Chicago collections, probably has on its shelves thousands of books similar to the most infrequently used volumes in the General Library Division collection. To mention only one of several fine special reference libraries in the city of Chicago—across the street from the Chicago Public Library with its more than a million and a half volumes, the John Crerar Library has, in its building on the corner of Randolph Street and Michigan Avenue, shelving facilities for a reference collection of over 575,000 volumes, of recognized pre-eminence in technology, science and public affairs, within which collection, it may again be remarked, are thousands of the same publications as are to be found in the General Library Division collection. Yet that Division, with only 132,000 volumes, and a wider range of subjects, is constantly having to ignore its opportunities for acquisition and expansion, because of the physical limitations of its book storage facilities. And this is not due to any error in the original planning of the Centennial Building, but to exigencies which arose on its completion, and economies necessitated since then.

Just as it is sometimes necessary in the interpretation of a law to go back to the proceedings prior to its passage in order to determine the legislative intent, it may be advantageous to consider briefly here the description of the Centennial Building by the State Architect, in the Blue Book of 1919-1920, insofar as it concerned the provision for library housing and growth. This is the quotation: “. . . The reading room communicates directly with the bookstack, a specially designed unit for the compact storage of books, with an ultimate capacity of about 700,000 volumes. It occupies the inner portion of the building between the Memorial Hall and auditorium corridor, thus making important use of the unlighted space useless for office or other purposes. Small automatic elevators and booklifts with stations at each of the stack floors will be installed at points conveniently accessible to the delivery desks. Special provisions for artificial ventilation will insure a continuous supply of fresh air free from dust, the arch enemy of the modern librarian . . .”

“Compact storage” is too mild a characterization for the present state of the bookstacks, although the combined collections of the General Library, Archives and Library Extension Divisions, plus the volumes of the Illinois State Historical Library, make a total very far below the

700,000 volumes envisioned as a possibility by the State Architect. There is one small automatic elevator, there are no booklifts. In the lower tiers of bookstacks, fresh air is virtually non-existent; but dust, truly the "arch enemy", is omnipresent and practically ineradicable under present conditions. When the ground floor space in this "specially designed unit" was given over to storage for State Museum materials, partitions were erected vertically and horizontally where no partitions were ever intended to be, thereby destroying not only the ventilation of the present bookstacks, but also the visibility of the space intended to be used for future bookstack additions.

It is certain that better and more accessible storage facilities for the State Museum materials could be obtained, and at moderate expense, by an architectural adaptation of the space above the Museum quarters on the fifth floor of the Centennial Building. With ground floor space in the library stackroom released by removal of the Museum materials, there would be possible a complete installation of five tiers of modern fireproof steel bookstacks which would provide for the needs of the libraries for many years to come. Even though the necessity of removing partitions and outmoded cast iron stacks increases the cost considerably, estimates for such an installation, in the best approved library construction, are not prohibitive.

The State of Indiana, in its fine new State Library and Historical Building, dedicated in December, 1934, provided a seven tier bookstack construction which ensures plenty of space for many years' additions to its present collection of over 175,000 volumes. California State Library, in a commodious new building, provided for generous growth in its collection of more than 370,000 volumes. New York State Library, the greatest of the American state libraries, was in 1911 entirely destroyed by fire, yet its collections now number over 660,000 volumes, well provided for in the library stacks in the New York State Education Building.

Quoted in round numbers from figures in the American Library Directory of 1935 (figures in Patterson's Educational Directory of 1936 are higher and chances are that actual present statistics are still higher) the holdings of some of the larger state libraries are: Massachusetts 549,000 volumes; Ohio 434,000; Pennsylvania 365,000; Connecticut 350,000; Oregon 342,000; Michigan 325,000; Virginia 273,000; Iowa 235,000, and Maine 210,000.

All these and many additional statistics of other state libraries could be cited as suggestions pointing toward the advisability of augmenting rather than reducing the book collections of the Illinois State Library.

The second alternative, which is offered as a recommendation and a plea, is for the State of Illinois to provide in the Centennial Building such book housing facilities as will give an encouraging impetus to the growth and effectiveness of the libraries maintained by the State in that building. Estimates heretofore made for these bookstack additions have not been exorbitant nor should they be now. It is honestly believed that the ultimate gain to the State and all its departments, as well as

directly and indirectly to Illinois citizens, will more than make up for the outlay of funds required.

There have been no additions to either the professional or the clerical staff of the Division since 1927, and due to the economy reductions of 1933, salaries are lower than they were in 1927. The work, on the contrary, as concerns both the acquisition and organization of materials, and the use of the Library, has decidedly increased. The increase in number of books, pamphlets and current magazines has proportionately increased the work of the office staff, the catalogers and the library assistants. Work at the Reference Desk has more than doubled since 1927, and work at the Loan Desk has trebled, in service to citizens of Illinois outside as well as inside the capital city.

This continuous increase in use has come about with practically no publicity for the General Library Division except articles which have appeared in the Illinois Blue Books and the reports included in the Biennial Report of the Secretary of State. The members of the library staff, striving hard to please their public, like to feel that possibly the comments of satisfied patrons may add their unrecorded bit in publicity values.

Additions to the professional and office staff to cope more effectively with increased reference and circulation work, and to carry to completion the work of organizing the unclassified portions of the library, are strongly recommended; and just as urgently is recommended the restoration, at least to the former levels, of salaries to those employees who in these recent years have loyally and cheerfully, at reduced pay, carried greatly increased work.

The success of any library depends on its resources of print and personnel. The recommendations in this report are made with the conviction that early action on them is essential to the welfare and usefulness of this Library in the years immediately ahead.

## **LIBRARY EXTENSION DIVISION—BIENNIAL REPORT**

**October 1, 1934—September 30, 1936**

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The Library Extension Division, charged with the responsibility of rendering library service to Illinois residents, has fulfilled that function by mailing out books or ephemeral material in response to the request of individuals or of libraries. The drawbacks to such a procedure are obvious. Ready reference questions demanding immediate response are almost eliminated, or are too costly when provided through the medium of long distance telephone or telegraph. Even special delivery adds to the patron's cost.

A second disadvantage lies in the fact that the services procurable at a library are unknown to many residents of the State; or they may not know that there is a State department rendering library service. To others the postage, even though small and reduced by the postoffice from its usual mail charges, is an appreciable item.

The Library Extension Division has long felt that some means should be discovered of providing local library service in every community of the State. Many localities had such low assessments that the maximum tax levy would not provide even a minimum of library service. Rural areas with scattered dwellings cannot be adequately serviced with the small tax.

A plan of regional library service outlined by the Division and presented to the Illinois Library Association formed the basis of legislation seeking a State appropriation of one million dollars for the purpose of establishing and maintaining libraries in non-library areas. The bill was not called for vote when the calendar was cleared in the closing days of the session.

Upon the inauguration of the educational program of the Works Progress Administration, a library project was prepared and presented to both the Federal and State officials. The Library Extension Division sought approval of this program which would bring books to every man, woman and child in Illinois.

In February, 1936, the president approved and released the first money for the project. According to the agreement, the Library Extension Division agreed to send into each county a collection of books, such as those ordinarily sent out in community collections. Additional books and the supplies to prepare them were to be bought by the WPA. These books were selected from lists prepared by the Library Extension Division and comprised those of a technical and informational as well as a recreational character. Both adult and juvenile books were bought.

In charge of these collections is placed a custodian chosen from the relief rolls. These custodians are supervised by a county librarian, experienced and trained, and appointed by the WPA district supervisor upon the recommendation of the Library Extension Division. These supervising librarians are of non-relief status, and for each trained librarian, there are nine relief appointees.

The quarters for the library, lights, heat, shelving and other furniture are furnished by the local communities, organizations or interested individuals. In one case an English cottage was remodeled into an attractive library. Another city converted a former tavern into the headquarters for the library.

The superintendent and the field visitor have supervised the work of the county librarians, visiting the local stations and suggesting means of increasing the value of the library to the community and of creating a desire to read in both adults and children.

Although the requests for general community collections in counties served by the demonstration libraries are no longer taken care of in the Springfield office, and although in those districts there has been a decrease in requests for individual loans for books of general interest and recreational nature, there has been a marked increase in the number of books on special topics which have been sent out. This may be attributed to the interest aroused by books present in the local collection, or to that engendered by a trained librarian, serving as a reader's adviser. Reading courses are outlined, and the books not in the general county collection procured from the Library Extension Division.

A total of 263,034 books were loaned by the Library Extension Division in response to 50,380 requests for service during the two year period ending September 30, 1936. This was an increase over the preceding biennium of 21,773 volumes loaned, and of 5,845 requests. Books loaned for the local demonstration WPA libraries are counted only once, even though the average circulation per month is more than the total volumes loaned. In Cook County, for instance, which has a total of 14,312 books in its collection, of which 2,377 are loaned by the Library Extension Division, the total circulation for the period from March through September 30 was 72,727.

#### CIRCULATION STATISTICS.

October 1, 1934 to September 30, 1936.

	Requests.	Volumes loaned.
Individuals.....	35,816	89,798
Study clubs.....	1,303	4,091
Public libraries.....	5,323	40,581
Groups of residents.....	585	16,088
Schools.....	5,333	85,646
Pictures.....	940	37,135
Reference.....	4,616	12,880
Demonstration libraries.....	14	11,903
Total.....	55,010	287,817
Reference work and demonstration libraries counted twice.....	1,430	34,283
Total.....	50,380	263,034

Mere figures cannot tell the entire story, but they do serve to indicate the use made of the library. Librarians unable to find information desired by patrons, use the reference service of the Division, and also request the loan of volumes to supplement their own collection.

The Library Extension Division now has a collection of 65,030 volumes, 9,503 of which were added in the past biennium. During this same period 2,825 books were withdrawn as worn out. Books used in extension service are subjected to much harder usage than those in general library work, since they travel from one end of Illinois to the other. The life of a book is probably less than half the ordinary life span of a library book.

The Illinois Library Extension Division is one of the few in the United States to loan pictures as well as books. The collection serves a two-fold purpose—for study and for exhibit. A collection of reproductions of the work of modern artists was loaned for exhibit by the Springfield Art Association, the University of Illinois, and Illinois College, Jacksonville.

Picture study leaflets and critical evaluation of the picture for study are sent with the reproductions to individuals, clubs and schools.

The collection comprises 18,280 pictures, including the 1,014 added in the past two years. It includes copies in color of the works of both old and modern masters, of every school and nationality; photographs of architecture and sculpture; and etchings and engravings. Miscellaneous visual material for the study of English, history, and geography is also provided.

The loaning of books and pictures is only one part of the work of the Library Extension Division. Even more important is the supervisory and advisory service given to all the public libraries in the State.

In addition to the usual visits of the superintendent and the field visitor to the individual libraries, the Division has conducted each spring a series of one-day library conferences. Problems confronting the librarians attending the conference, new library practices and techniques, and news of the library world are discussed. There was an increase of forty-two in the number of libraries represented in 1936 over 1935. The record of those attending the 26 conferences held in 1935 and 1936 is given in the following table:

REGIONAL CONFERENCES 1935-1936.

Year.	Librarians.	Directors.	Visitors.	Total.	Libraries represented.
1935.....	363	209	108	680	308
1936.....	431	236	82	749	250

Eleven new libraries were established, either by election in the village or township, or by an ordinance of the council in the case of city libraries. The libraries established were: Brimfield, Cerro Gordo, East Alton, Franklin Grove, Golconda, Henry, Newton, Peoria Heights, Rantoul, and Zion. One, Wenona, which has been an endowed library since 1898 provided for a tax levy to augment the income of the library.



The library building for the endowed library bequeathed to the city of Ashton by the will of Nathan A. Petrie about ten years ago was dedicated July 6, 1936. The superintendent met with the board of trustees, explaining their duties and offering the services of the Library Extension Division in the organization and administration of the library. The initial book collection for Ashton and for East Alton was compiled in the office of the Library Extension Division, and cataloged by librarians recommended by the Division.

The compilation of book lists has long been a function of the Library Extension Division. In addition to the reading bibliographies compiled and mimeographed, the Library Extension Division published within the past biennium three book lists: "Books for Pleasure and Profit", compiled by Anne M. Boyd; "Current International Problems", compiled by A. H. Lybyer; and "Alcohol". A revised edition of "Children's Books for the Home and School Library" was published in July, 1936. A revised edition of "Library Laws of Illinois" appeared in September, 1936.

A most valuable report, "Survey of the Public Libraries of Illinois, 1934" was published as a supplement to "Illinois Libraries", April, 1935. The regular issues of this quarterly publication were published and mailed to all public libraries of Illinois and also to the principal American and foreign libraries. The Proceedings of the Illinois Library Association for 1934 and 1935 appeared as supplements to the "Illinois Libraries". The extension publication is indexed in Library Literature, now compiled and published by the H. W. Wilson Company of New York.

Statistics of the libraries of Illinois are compiled and published each year by the Library Extension Division. These are included with the report of the Library Extension Division which is published biennially, and appear as a separate in alternate years.

#### COMPARATIVE SUMMARIES OF PUBLIC LIBRARIES IN ILLINOIS

	1934	1935
Total number of libraries.....	279	288
Number of tax supported libraries.....	269	279
Number of endowed libraries with no tax.....	10	9
Number of libraries reporting.....	277	275
*Receipts—		
Total tax receipts.....	\$2,533,299	\$2,511,358
Total income.....	3,504,620	3,350,320
Expenditures—		
Salaries.....	1,563,966	1,605,029
Books, periodicals, binding.....	386,879	536,022
Operating, including janitor service.....	1,114,040	864,233
Total expenditures.....	3,064,885	3,005,304
*Number of volumes in libraries.....	5,898,936	5,935,162
Number of volumes added.....	255,279	331,935
Number of card holders.....	1,584,427	1,551,902
Total annual circulation.....	28,810,239	26,932,983
Population of the State.....	7,630,654	7,630,654
Population having access to libraries.....	5,692,663	5,709,886
Population of towns reporting.....	5,688,660	5,687,701
Per cent of population served that are card holders.....	27.9%	27.4%
Circulation per card holder.....	18.2 vol.	17.4 vol.
Circulation per capita of towns reporting.....	5.1 vol.	4.7 vol.
Circulation per capita of State.....	3.8 vol.	3.5 vol.
Circulation per volume in library.....	4.9 times	4.5 times
Percentage of library expenditures—		
Salaries.....	51.1%	53.4%
Books, periodicals, binding.....	12.6%	17.8%
Operating, including janitor service.....	36.4%	28.8%
Total.....	100%	100%

\* The remaining figures do not include reference libraries in Chicago.

## **ARCHIVES DIVISION—ILLINOIS STATE LIBRARY**

### **Report for the Biennium Ending September 30, 1936**

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An outstanding achievement of Edward J. Hughes' first term as Secretary of State was the passage of an act appropriating \$500,000 for the erection of a State Archives Building. To this sum \$255,000 has been added from PWA funds. The Illinois Archives Building, now under construction, is unique in that, unlike the other two archives buildings in this country—the National Archives at Washington and the Maryland Hall of Records at Annapolis—this building will house not only the older non-current records of historical importance, but also semi-current records still under the jurisdiction of the departments of origin.

It is no solution of the archives problem to empty attic and basement storerooms where dirt, heat, mildew, vermin and insects have destroyed the earlier records filed there, if these same storerooms are promptly refilled with the overflow of departmental vaults. Neither is there a solution from the transfer of this overflow of semi-current material to the Archives Division. That would result in turning the Archives Division into a central file department, imposing upon its staff an overwhelming burden of duties really belonging to the departments themselves, to the neglect of its purely archival functions. Furthermore, experience shows that such a transfer does not ensure the fulfillment of the primary purpose of an archives establishment, namely, safeguarding against loss of records. Where semi-current records are on file in the archives, it is necessary to permit withdrawals of documents for departmental use. Even though such withdrawals are permitted only upon signed requisitions promising the prompt return of documents to the files, there is no way for the Archives Division to enforce this return. Again, it is difficult for officials to see why they may not withdraw any or all of the files if some can be withdrawn. Several instances could be cited where particularly important historic records deposited by one state official were requisitioned back by his successor and never returned to the Archives. In one case a fragile territorial manuscript for which the Archives Division had planned a special binding befitting its unique value, was withdrawn and sent to a commercial binder.

The program of building requirements was carefully formulated after a full study of such special problems and needs and consultations with archivists and filing experts. The State Supervising Architect, Mr. C. Herrick Hammond, cooperated wholeheartedly with Secretary of

State Hughes and the Superintendent of Archives, and it is believed that the new building will be fully adequate for the purposes for which it was designed.

The Illinois Archives Building occupies a part of the southwest quarter of the Capitol grounds, a plot permitting future expansion to four times the original size. Architecturally it harmonizes with the adjacent Centennial Building. Offices for the various departments of the Archives Division, including reference, classification, cataloging, repair, and photography, also exhibit rooms, occupy parts of the basement and first three floors. The Archives Vaults, composed of twelve stack floors, occupy the south end of the building. Improper intrusion into these vaults is safeguarded against by having only two entrances, both from rooms not open to the public. Records accepted for storage in the Archives vaults will be restricted to use within the building. Photographic and photostatic equipment in the building will permit giving prompt copying service. An air-conditioned and vented film vault in the pent house outside the building proper provides safe storage space for the extensive film library being developed.

Seventeen vaults on the upper floors of the building provide storage space for the semi-current records of the various State departments. These departmental storage vaults are entirely separate from the Archives vaults. Access to them will be restricted to properly identified clerks admitted by the Archives watchman, but the filing and withdrawal of records will be left to the respective departments. It is presumed that records approximately three to ten years old will be filed in the department storage vaults, with annual transfers of the older records to the Archives proper.

The physical enemies of paper are fire, heat, dampness, dirt and vermin. In so far as possible all these dangers have been guarded against. The building is not only fireproof, but so constructed that fire originating in one section can be confined to that section. There are no windows in the vaults, since light is harmful to paper and inks. The air will be filtered, washed, tempered and humidified to the proper degree for best preservation. All files will enter the building via a receiving room where they will be cleaned by compressed air and vacuum pumps, then fumigated, so that no dirt can be taken into the vaults. The walls of the vaults are of glazed tile for easy cleaning. Records will be housed chiefly in letter and cap size files made as dustproof as possible. There will be no exposed beams, wiring or other unnecessary projections to catch dirt. The floors are designed to carry any loads which may be imposed if future improvements in filing equipment make a change desirable.

The new building not only permits but calls for a reorganization of the Archives Division. A number of plans are being drafted, but only three can be discussed here.

*I. Changes in legislation.—a.* Basic archives law. The Archives Division is operating under a permissive law—that is, transfer of records is optional with the various department heads and legal custody of transferred records remains vested in the departments of origin. Although current archival theory inclines towards a compulsory law

which authorizes the archives department to requisition for documents deemed suitable for transfer, the present law works fairly satisfactorily in Illinois. If the Archives Division is to enforce the rule against the removal of certain records from the building, however, it should have a seal and power to give certified copies.

b. Destruction of records. The rapidity with which records are accumulating leads thoughtful officials to seek authority to use some discretion about destroying useless papers. Under the present law no records may be destroyed without specific legislative permission. Unfortunately no categorical lists of papers suitable for destruction have as yet been worked out for government records as has been done in the case of business records. The fact that the apparently valueless records of one generation sometimes become priceless historical documents to succeeding generations makes the choice of material to be destroyed a delicate matter. When the decision is left to government officials they tend to preserve those records, chiefly financial, which they think would protect their interests in case of a legislative investigation, and to destroy other records which to an historian would seem far more significant. For instance, the Illinois Archives Division has all of the time books for the day labor on the construction of the present State House, but no one preserved the blue prints of plans or the specifications. The accepted European practice is to have all documents proposed for destruction reviewed by a commission consisting generally of the cabinet officer and department head involved and the archivist. Both the National Archives and the Society of American Archivists are giving serious study to the questions involved in the destruction of useless papers, and it is recommended that all Illinois legislation dealing with this subject be held in abeyance until these organizations have made reports.

c. Legislation relating to county archives. A law passed in 1909, before the creation of the Illinois State Archives Division, permits any local official to deposit records with the Illinois State Historical Library or with any incorporated historical society. This is a pernicious law since it encourages the breaking up of files by the abstraction of individual documents, allows the scattering of records, and it makes no provision for the return of the documents to the county in case the historical society disbands. Cases have come to the attention of the Archives Division where officials have felt justified in destroying a file as useless after the Lincoln papers had been removed. The Illinois State Historical Library is agreeable to a repeal of the 1909 law, and to an amendment to the State Library law to permit the Archives Division to be the sole agency to which local officials may transfer records. It is not expected that opposition will be met from other historical societies.

II. *Photography and county records.*—The State Archives Division is interested in county records because such records are the basic source materials for the social sciences, concerning themselves with such vital matters as property rights, births, marriages, settlement of estates, taxation, etc. All of these records are of great social importance, and many are of Statewide as well as of local historical interest. Many, if not most

counties, especially the older counties with the more historical records, are unable financially to take the necessary precautions towards preservation of records, and none are equipped to give reference service to scholars. The State Archives Division therefore proposes to collect these basic source materials, first by voluntary deposits of records by State officials, for which certified photographic copies will be supplied by the State for county use; and second, by micro-photographic copies. Since it is unlikely that a representative collection of originals will come to the Archives, it is planned to copy all important county records antedating 1860 and particularly significant records of a later period. Micro-photography will be employed for making these copies. This process is very inexpensive, both as to materials cost (sixteen double pages on 35 millimetre film costing a cent and a half) and storage cost (50 volumes of newspaper on film occupying no more space than one volume of originals). The original film copy will be used as a master copy and from it will be compiled copies of volumes and individual series, such as marriage records; also compilations of materials from various sources on such subjects as the Black Hawk War, the Mormon troubles in Hancock County, etc. The film copies and enlargements from them will be used for reference in the Archives Division; for inter-library loans; to provide materials especially compiled for individuals or groups, such as centennial celebrations; and for the use of schools giving courses in the history of Illinois. Within a few years it will be possible for anyone anywhere to consult records thus photographically reproduced, in his own home, without having to make the trip to Springfield. Micro-photographic copies of records destroyed as useless can be made and kept inexpensively until all possible doubt as to their value is proved by time.

A start in this elaborate program for the collection and exploitation of source material from county archives has already been made through the cooperation of the Historical Records Survey, a nation-wide WPA project. Secretary of State Hughes acted as sponsor for Illinois and contacted all State officials on behalf of the Survey. The Superintendent of Archives is serving as chairman of the State Advisory Committee and as technical advisor. Mr. Alston G. Field, an instructor in the History Department of Northwestern University was appointed State Supervisor. The purpose of this Survey, as its name implies, is to locate and inventory historical source material in public and private hands. In Illinois the work has been largely confined to bringing up to date the inventory of Illinois County Archives compiled by Dr. Theodore C. Pease and published in 1915 by the Illinois State Historical Library. An historical survey of laws relating to county offices with especial reference to their record making activities is being compiled and will be used to check on the destruction of records in the past. From this Survey we expect to learn not only what records are still extant, but also hope to arouse local interest in their better preservation. Delays in getting suitable cameras which are not yet on the market, prevented the Historical Survey from carrying out its early plans to do a major part of the copy work for the Archives Division. However, the Survey has assigned to the Archives Division one, and part of the

time, two, photographers who have worked in this office since March, and who have accomplished much valuable experimental work. Many State records have been copied, and all the Sangamon County records.

*III. Organization of a professional staff.*—The new building will require an augmented staff, and it is essential that upon the present clerical staff there be superimposed a permanent professional staff similar to those of the other State Library Divisions. Unfortunately there is at present no school in the United States offering specific training in archives work, most archivists at present having historical or library training and having had to work out their own technique from experience and exchange of ideas with fellow archivists. Because no formal training is yet offered, it is a mistake to assume that none is needed. Likewise it is a mistake to assume that because archives are made up of files, anyone who can be trained as a file clerk would make a good archives assistant. Professional archives assistants, like library assistants, should be college graduates, preferably majors in history or political science.

The Illinois Archives Division is not yet prepared to organize a formal apprentice class, though something of the sort will probably eventually be worked out in cooperation with some existing library school or university. The larger staff in the new building will require some training, however, and it is planned to substitute for the present informal training of assistants a seminar in archives work. A room on the second floor has been set aside as a class room and at least one hour a week will be devoted to lectures and discussions for all staff members. These lectures will aim to give such descriptions of the records on file and rules for preparing them, instructions in the use of the catalogs, indexes and reference books, as are necessary for preparing assistants to give efficient service to the public. The background of archival theory and governmental organization will also be presented in order to give meaning to the work. Various State officials will be invited from time to time to discuss the work of their departments, and occasionally visiting archivists and specialists in history and political science will give talks. It is hoped that these staff meetings will not only promote greater efficiency and interest on the part of the staff, but also attract a high grade of applicants for positions.

Owing to the crowded condition of present quarters the Archives Division has accepted only minor accessions the past biennium. The staff has been occupied with the usual routine work and with preliminaries for moving into the new building. Changes in filing equipment will require considerable unfolding of papers and rearrangement of materials.

Through the courtesy of N. Y. A. officials, three girls assigned to this office for the past year have given great assistance in this work. Considerable progress has been made in the repair of mildewed and torn documents by the crepine process, one clerk giving practically full time to this work. Parenthetically, certain newer processes of repair with cellophane and other cellulose materials have been considered and investigated, but so far none have seemed as well adapted for the repair of badly mildewed and decayed manuscripts such as many of those in

the Illinois archives, as the older crepeline process. Indexing of records, particularly census records and House and Senate Journals, has occupied much time.

In 1933 the Insurance Department employed filing experts to make a complete reorganization of all of its records, including those previously transferred to the Archives Division. Since these experts left, the Insurance Department has kept one and part of the time two of its file clerks in the Archives Division, to complete the refiling and unfolding of the Insurance records, and to take care of office calls involving the use of them. This cooperation is greatly appreciated, for the Archives staff is too small to have accomplished all this work without outside assistance. About 800 drawers have been so reorganized.

Several college classes have visited the Archives Division during the biennium, including the entire student body of the University of Illinois Library School. The new building with its ample exhibit space, will enable the Archives Division to make such visits more profitable, and it is hoped, more frequent. The provisions of a quiet reference room and its adjoining conference room which can be assigned to persons wishing to dictate or use a typewriter or to do extended research, will attract more advanced university students and scholars.

Two volumes of Illinois census returns, those for 1818 and 1820, edited by the Superintendent of Archives from the original manuscripts in the archives, were published in 1934 and 1935 as volumes 24 and 26 of the Illinois State Historical Library Collections. A pamphlet entitled "Catalog Rules, Archives Division, Illinois State Library, compiled by Edward J. Hughes, Secretary of State," was published in 1936.

The Archives Division has been represented at the usual professional conventions, including those of the American Historical Association, American Library Association, National Association of State Libraries, and Abraham Lincoln Association. The Superintendent of Archives has served as Secretary of the National Association of State Libraries since 1933; as a member of the Public Archives Commission of the American Historical Association from 1924 until its abolition in 1934; as a member of the committee to organize the Society of American Archivists; and as a member of the American Library Association Committee on Archives and Libraries. She has made a number of addresses, including several before regional and State WPA groups.

# *Biennial Report*

OF THE

## **ILLINOIS STATE LIBRARY SPRINGFIELD**



**Fiscal years beginning October 1, 1936, and ending September 30, 1938**



# *Biennial Report*

OF THE

**ILLINOIS STATE LIBRARY  
SPRINGFIELD**



**Fiscal years beginning October 1, 1936, and ending September 30, 1938**

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## LETTER OF TRANSMITTAL

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ILLINOIS STATE LIBRARY,  
SPRINGFIELD, *October 31, 1938*

*To the Honorable Edward J. Hughes, Secretary of State and State Librarian:*

DEAR SIR:

I have the honor to present herewith the biennial report of the work of the Illinois State Library covering the period beginning October 1, 1936, and ending September 30, 1938.

Respectfully submitted,

HELENE H. ROGERS,  
*Assistant State Librarian.*

*This report—in brief—is published in the Biennial Report of  
Secretary of State of the State of Illinois, 1938.*

## ★ BIENNIAL REPORT OF THE ILLINOIS STATE LIBRARY ★

EFFORTS have been made to put into effect a plan of coordination for the work in the State Library with the goal in mind—"library service and reading materials available and accessible to every citizen in Illinois."

In 1921 a Bill was passed in the Legislature abolishing the Library Extension Commission but provided for the coordination of the General Library, the Archives and the Division for the Extension of Library Service into one unit to be known as the Illinois State Library under the direction of the Secretary of State, who, by virtue of that office, is State Librarian.

In effecting this new set-up there was created in 1921 the position of Superintendent of the Library Divisions through whose office the work of the three Divisions of the State Library was to be coordinated into a single unit. The work of each of the Divisions was under the supervision of a Superintendent. Until 1935 no appointment was made to fill professionally the position of Superintendent of the Library Divisions although there has been a Superintendent of each Division at all times.

In 1935 with the creation, for the biennium, of a State-aid Fund for the tax-supported libraries it was found necessary to have such an appointment made.

### LIBRARY RELIEF FUND

In October 1935, at the suggestion of Secretary of State Hughes, an Advisory Committee was appointed by the then President of the Illinois Library Association to act in an advisory capacity for the allocating and distributing of the \$600,000 appropriation "for the relief and aid" to libraries in Illinois.

This committee was comprised of a group which represented a geographical distribution of the state so that members selected might bring to their work understanding of the needs and problems of the various sections of Illinois. The members of the Advisory Committee selected were: Chairman, Prof. P. L. Windsor, director of libraries at the University of Illinois; Michael F. Gallagher, chairman of the Legislative Committee of the Illinois Library Association, and a trustee of the Highland Park Public Library; Alice Williams, librarian of the Public Library, Moline; Bella Steuernagel, librarian of the

Public Library, Belleville; Effie Lanaden, librarian of the Public Library, Cairo; and Helene H. Rogers, formerly branch librarian, South Branch, Evanston, who was appointed the Superintendent of Library Divisions and Executive Secretary of the Fund, representing the Secretary of State.

The Advisory Committee invited the Chairman of the Planning Committee of the Illinois Library Association and the Superintendent of the Extension Division of the Illinois State Library, to sit in at the meeting of the Committee when suggestions and recommendations as to a plan for handling the money in the Library Relief Fund were made.

These suggestions and recommendations, which were incorporated into the plan adopted by Secretary of State Hughes, called for the allocation of approximately \$300,000 for the existing libraries legally established as of October 23, 1935, for expenditures for books, and (or) periodicals during the first year of the biennium, which year ended June 30, 1936, i. e., five cents (5c) per capita to be allocated immediately and a second allocation to be made on July 1, 1936, on the same basis for the same amount. Based on figures prepared by the Extension Division of the Illinois State Library, the population recognized as that served by "the free tax-supported public libraries" in this state was 5,668,002 (these figures are taken from the Federal Census of 1930—the last official census—which was used in determining the population of the counties, townships, villages, and cities to which the Fund was allocated). Each of the then 278 "free tax-supported public libraries" was immediately notified of the amount of money allocated to the library for the first year of the biennium, and again on July 1, 1936, each of these libraries was notified of the allocation made for the second year of the biennium.

According to the provisions of the Act all applications and booklists submitted to the office of the Secretary of State for approval and authorization for purchase must "be approved and signed by the President or Chairman of the Board of Trustees of the Public Library," and blanks used in applying for authorization to purchase a designated list of books to be paid for with the money in the Library Relief Fund were sent to each of the librarians.

In practically every case the librarian and the Book Committee of the Board

of Trustees consulted with the schools, the clubs and various organizations at work in the community, in order to secure suggestions as to the type of books, as well as individual titles, to be included in the booklist to be purchased with money from the Library Relief Fund. In some instances persons connected with local industries worked with the library group in compiling lists of books of special help and interest to persons working in factories and laboratories.

Many of the booklists evidenced great need of books of technical nature—radio, electricity, mining, refrigeration—and books of a vocational interest, as well as books in the various art categories.

Books dealing with economic conditions of today, both national and international, and biographies of leaders of the past and the present generations are in demand.

All these subjects as well as novels, which include the very latest as well as the classics, and books for children, made up the much needed material for which money from the Library Relief Fund was spent.

When the Advisory Committee discussed the handling of the lists to be submitted for authorization for purchase, Michael F. Gallagher, member of the Advisory Committee and chairman of the Legislative Committee of the Illinois Library Association, said, "We can do much to promote educational work throughout the state in expending this fund for books of real value, real merit, real quality." With this standard in mind each list submitted to the office of the Executive Secretary was carefully checked for the type of book listed, taking into consideration the size of the community, the type of community—whether it was a college town, a factory town, farm community—whether there was a more recent edition of the book, whether there was another book on the same subject that was more complete, and, the cost of the book in proportion to the allocation made to the library and its probable use.

Consideration was also given to the manner in which the book was written. In the case of children's books, the lists were checked for the edition to be purchased which naturally was a check on the illustrations as well as the manner in which the book was written.

Bibliographic aids and booklists suggested and recommended by the American Library Association and the Extension Division of the Illinois State Library were used constantly in checking all submitted lists and suggestions of newer titles and editions were frequently made to the individual libraries. In many instances the librarian or chairman of the Book Committee of a library requested such information before submitting the booklist for authorization to purchase.

The cost of the list was then checked and, if the amount—less the discount al-

lowed by the dealer, did not exceed the allocation made to the library the *Note of Authorization*, sealed and signed by the Secretary of State and the Executive Secretary of the Advisory Committee of the Library Relief Fund was sent to the library and the order for the purchase of the books was then placed by the librarian or chairman of the Book Buying Committee with whichever dealer the Board of Trustees of the library designated.

When the books were received by the library, the bills, in quadruplicate, were sent to the Library Relief Fund office where they were checked with the booklist authorized for purchase and if in agreement they were approved for payment which was made by the State Treasurer's Department.

A detailed report of the use of the money, that is, of the benefits resulting in the library, to the patrons and the community was requested from each of the libraries in the state participating in the use of the money from this Fund.

A check of these reports reveals a fine appreciation on the part of librarians, and these approvals justify the wisdom of the state's appropriation of the funds for library relief. A few quotations will serve to illustrate the sentiments of these librarians:

*Aledo:*

"The Library Relief Fund has helped us greatly. It has enabled us to buy needed material which we would not have been able to buy in one year—or even in several. It was the desire of the Board of Trustees and the librarian that the fund be spent for books of lasting value which would benefit both the juvenile and adult patron."

*Amboy:*

"I can think of no way in which less than one hundred dollars, given for the general good in a community of two thousand, could be used to produce more immediate pleasure and lasting benefit."

*Arlington Heights:*

"Through the help of the Library Relief Fund we were enabled to use the tax money received this year for back salaries."

*Barrington:*

"In the buying of books for our library, we endeavor to hold to a high standard. The Library Relief Fund has been of inestimable service to us in filling gaps made by books wearing out that were the type that should be used in every good library, and enabling us to buy fine new books whose cost did not fit into our budget."

**Batavia:**

"The feeling is that the special appropriation should continue."

**Bellwood:**

"The Bellwood Public Library had a small collection of its own approximately 1,084 volumes until the Library Relief Fund books were added. This library is under contract with the Oak Park Public Library who loans them over 1,000 volumes. The books which were ordered with Library Relief Funds were selected with the hope of building up a basic collection. The same purpose will be carried on this year and books selected from the high school reading list will represent a large proportion of our order."

**Berwyn:**

"Our library was organized in 1926 and had made only a small beginning in rounding out its book collection when the tax situation became so serious that our book buying practically stopped for three years. The Library Relief Fund money is helping us to replenish our book stock and fill in some of the standards so badly needed. Our community is most appreciative of the added titles. We need continuous state aid to keep our book collection alive."

**Blue Island:**

"In view of the fact that no books had been purchased at the library for five years, the fund is highly appreciated. Especially is this true of the reference books purchased, these on the shelves being very much out of date. The new books both fiction and non-fiction and juveniles are constantly in circulation."

**Centralia:**

"Personally—and I am speaking for the directors as well—we are delighted to have these books, for although we have been fortunate during the depression in not having our appropriation cut as much as some libraries, we have such increased circulation that naturally our discarded books ran high. We feel, too, that we can use our tax money for some needed repairs and equipment since we have the Library Relief Fund to help so materially with our book fund."

**Chicago:**

"It is to the State Library Relief Fund, in fact, that we owe practically all of our progress towards recovery, both in circulation and in the replenishment of the book stock, and it is difficult to imagine what we should have done without it. . . . The establishment of the Fund . . . in the form of a \$600,000 appropriation from the State treasury, was an

act of enlightened public spirit that has borne ample fruit. And the administration of the Fund by the Secretary of State and the capable staff assigned by him to that duty has been characterized by an attitude of cooperation, liberality and understanding that has won the admiration and confidence of all librarians in the State."

**Collinsville:**

"One of the results of this aid in book buying has been to encourage the board to continue plans for a new library building. We were unable to get a federal grant, but the City Council has allowed a tax levy for building beginning with the next fiscal year."

**Decatur:**

"The best efforts of the librarian, assistant librarian, and heads of departments were concentrated on the selection of the best and most needed books for our library, to build up weak classes; to add outstanding titles which were missed in recent years; to include recent publications which were well recommended in the best reviews, library publications, and other bibliographies; to replace titles worth replacing; to consider the requests of the public. The adult, reference, and juvenile mentioned above takes into consideration the Evans Branch Library which had its share of the Fund. The entire library force entered into the spirit and joy of receiving and preparing this avalanche of new and welcome books."

**DeKalb:**

"It is impossible to state just what this Relief Fund has meant to the DeKalb Public Library. Circulation had dropped due to the feeling people had that no new books were ever purchased. When the Library Relief Fund books began to arrive and the fact received publicity through the newspaper and by the enthusiastic report of patrons, people began to have a different attitude. During the last four months the circulation has shown a gain instead of the loss that it had been showing for over two years. We are still in sore need of many things and are looking forward to the new allocation. This Library Relief Fund money has just meant everything to our library. I cannot make this statement strong enough. We were desperately in need of help."

**DesPlaines:**

"This allocation from library Relief Fund is more than appreciated by the members of our library staff and also by the public in general. After several years of bareness, our shelves are begin-

ning to appeal to our readers. We trust this help to the librarians will continue for some time to come."

**Dixon:**

"What can one say to one's Good Fairy except to ask her to come again? We shall have such a small sum of our own for books this year, that we are anticipating the new allowance from the Library Relief Fund."

**East St. Louis:**

"The Library Relief Fund has made it possible for us to purchase not only a large number of books that otherwise would have been beyond our means, but also to make some much needed improvements in our building and service by the use of a small part of our regular book fund. There appears to be practically unanimous agreement among our patrons that this form of state aid is proper and desirable."

**Evanston:**

"Through the Library Relief Fund, books and documents have been added to the Evanston Public Library, which are proving to be of material benefit to the residents, especially the youth of the city. In the selection of the books for adults and young people, primary emphasis has been placed on works which would be of aid in the various types of employment and also those which might serve as 'starters' for persons who are seeking vocational guidance or who are new to the job.

A third of the appropriation has been used for books for children of the first eight grades. Particular attention was given to the selection of books of recognized merit and to secure these in editions printed and illustrated so well, that the children would have great joy in reading them. The enthusiasm evinced over these classics demonstrates that when presented in enticing format, the modern child will read the older works of tested worth. Without the state fund, it would have been impossible for the residents of Evanston to have the profit obtainable from these volumes."

**Flora:**

"We hope this fund can be extended over several years as our need is great."

**Franklin Grove:**

"Most of our state fund was spent for fiction as we had had very little money to use for fiction. Interest money from an endowment fund that could only be used for books for an educational nature, was used for our non-fiction order. We were very grateful for this money as it helped to tide us over a time when funds were very low."

**Geneseo:**

"Ten per cent was spent on books for our Henry County collection." (Kewanee, Cambridge, Galva, Orion and Atkinson.)

**Glencoe:**

"Patrons expressed surprise to find an approach to an adequate reference collection in so small a library."

**Granite City:**

"Our library is so benefited by the additional books that the Library Relief Fund made possible that the Granite City Public Library would like for this fund to be a permanent one. We believe that our library is so vital and necessary to democratic education here that the state is not only justified in such a move but lacks vision if it does not keep the libraries alive along with the schools."

**Harrisburg:**

"The allocation received from the Library Relief Fund has indeed been a life-saver to the book collection in this library. The old, ragged books circulated were falling apart but could not be discarded until hope of replacing them was in sight. This was begun by the 1935 allocation. This was particularly true in regard to the juvenile department, and we have been able to buy a great many technical books in the adult collection which we have needed for a long time."

**Harvard:**

"The fund has been a great help to this library. We do not have any money to purchase books. The only new ones we have are purchased with money collected from fines and from a rental collection. This, of course, means only popular books may be purchased for these are the only ones that will pay for themselves."

**Harvey:**

"During the past five years our appropriation from the city for books has been inadequate to meet the demands, and is at present. In using the money from the state appropriation, we have tried to consider first the basic needs of the library. There are in fact a great many books that fall in that category that we do not, even now, have. This does not take into account the great bulk of books, that, because of timeliness, new interest in some particular subject matter, or purely recreational reading matter, there has been a demand for."

**Herrin:**

"All patrons seem pleased with the new books and they have been so much in demand some of the titles have had to



be limited to one week instead of the customary two. They have assisted in rounding out our collection and we now have at least one new book in each classification which brings our shelves more up-to-date. We have tried, and think we have succeeded, in buying for permanency rather than current demand."

#### **Hillaboro:**

"Our Library Board were very happy to get this help from the state, and as our funds have been cut again this year on account of decrease in property value, they are in hope we may continue to receive this help."

#### **Lawrenceville:**

"It would appear that we had not added enough books for our collection but we bought three sets of reference books (American Encyclopedia, World Book and Comptons) and now we do not have to apologize for our reference collection. Due to decreased valuation our income is about a third less than it was 7 years ago. We reduced rent and salaries and shortened our hours but still could not keep our collection properly especially replacements. As a result our circulation has been dropping even below 1927 level in the last two years."

#### **Lincoln:**

"We represent one of the small libraries in a city of 12,588 population. A year ago our City Council decided that the city must operate on a cash basis. This would have made adjustment difficult in prosperous times but the fact that the library appropriation was being cut so drastically that book budget was practically negligible, placed us in one of the most difficult positions we have faced for years. It is the unanimous expression of the librarian and Board of Directors that the Library Relief Fund has been invaluable help at this time. It seems the only practical means of helping libraries over this time of failing resources, when the cry is so insistent on all sides for books and more books. After its service of the two years through the Library Relief Fund, it is hoped for the good of Illinois libraries that the state will find some plan for continuing its cooperation in the support of libraries in the interest of the continued education of its citizens."

#### **Moline:**

"We used the Library Relief Fund for the purchase of children's books to start a library collection in our largest elementary school. The adult books purchased were technical and reference books which we have needed for some time. I believe the \$300,000 spent this year did much more than build up li-

brary book collections. It also strengthened the place that the library holds in its own community."

#### **Monmouth:**

"Comments of patrons to date have been highly favorable. They have drawn to the library system a larger contingent of the better class of readers in the county than formerly found what or all they desired. This comment has frequently come to the library employees. We trust that the State Legislature will establish this year's precedent as a permanent policy."

#### **Pinckneyville:**

"The Library Relief Fund stimulated the library and made it practical to invest this additional amount in books to replenish our badly depleted stock. I wish to express my deep gratitude for our allotment which has improved the reading interest of the community. We are going to have new library quarters and many new books, these should greatly increase the circulation. The library tax is not as great as is necessary for a fine library but it will be increased in proportion to the value of the library."

#### **Riverside:**

"The value of this library of the books received through state aid is far greater than the number of volumes received would indicate. Many of the books purchased were basic and expensive non-fiction titles that the library needed and could not afford on a depleted book budget. The value to the students and to the unemployed pursuing definite lines of vocational reading has been incalculable. It is greatly hoped by this community that the state book aid for libraries will become a permanent part of the state's educational program rather than a temporary relief measure."

#### **Rockton:**

"Our circulation does not seem to have taken the usual summer slump. I think the credit goes to the Library Relief Fund."

#### **Waverly:**

"We really need the Relief Fund more this year than last because then we were receiving rent amounting to \$120 per year from a room in the basement which we will not have this year. We always used this rent money to purchase books. We are also having to buy a new furnace which will shorten our buying capacity for next year."

#### **West Chicago:**

"In spite of the feeling which is current in library circles, namely, that this relief fund if continued would place li-

braries under political control, we were and are very grateful for the books which we received. At least, everyone can feel assured that the money was not wasted. Since the life depends greatly upon the new books received and since our funds do not allow for much purchasing, and also, since our library is little over one year old, it is very necessary that the librarian and the library board give the patrons what they want in order to make an impression. Our reference shelves had so few new books on them, therefore making it hard to make people realize that our library really was something, that this gift of money from the state gave us a big boost and we would welcome more such boosts."

#### Woodstock:

"It has been a great help to be able to buy a new edition of the World Book and a new set like the Encyclopaedia of Social Sciences. It seems to be more difficult to use local library book funds for more expensive items than it is to spread it over many smaller ones."

Briefly in summarizing the expenditures of the appropriation made for the "free tax supported libraries in Illinois" this money was spent for 14,685 books of reference material; 171,923 titles of non-fiction (including books in foreign languages); 246,166 titles of fiction and 2,174 magazine subscriptions to be used by the tax supported public libraries in Illinois in providing library service to the children and grown folks of their communities.

While the expenditure of the money of the Library Relief Fund by the libraries in Illinois for books and periodicals helped restock and restore the materials used in the informational and cultural treasures of the state, it was not a panacea for all the needs for "adequate library service," but it was a beginning and, when expended with intelligence and wisdom, future legislation for libraries will make possible the equalization of library opportunities so that all of the people in the state—in the rural as well as in the urban communities—will have library service.

With the discontinuing of this state aid grant, the duties of the Superintendent of the Library Divisions were lightened to such an extent that it was possible to begin to make plans for and effect the coordination of the work of the various Divisions of the State Library. Such a coordination or re-arrangement of work had been desired for some time.

With the completion of the work involved in the administration of the Library Relief Fund, the librarian members of the Advisory Committee of that Fund were asked to again serve on an Advisory Committee—this time for the coordination of the work of the Illinois State Library.

Each of these members of the Library Relief Fund Advisory Committee accepted and Professor P. L. Windsor, Director of Libraries at the University of Illinois, was asked to serve as Chairman.

Since the Advisory Committee of the Library Relief Fund had included only four librarians, it seemed advisable to have a larger representation of the library group in Illinois and invitations were sent to the librarians of three of the larger libraries of the state. They too accepted this responsibility and the Advisory Committee for the Illinois State Library includes:

Prof. P. L. Windsor, Director of Libraries, University of Illinois, Urbana, Chairman.

Bella Steuernagel, Belleville.

Effie A. Lansden, Cairo.

Alice Williams, Moline.

(All members of the former Advisory Committees.)

Ida Faye Wright, Evanston.

Carl B. Roden, Chicago.

Earl Browning, Peoria, who was President of the Illinois Library Association during 1938.

Until now each of the Divisions had a Cataloging Department, a Reference Department, a Loan Department, and Order Department, a Bookkeeping and Voucher Department, a Shipping Department and a Mending Department. Each Division had certain publications that had to be edited and for which printing requisitions had to be made. In frequent cases the work carried out by the various departments in each Division was a duplication of the work done in the other two Divisions of the Library.

For many years the work of the Division for the Extension of Library Service has been to help organize, establish and give advice and aid to public libraries throughout the state. Today there are 301 tax supported public libraries including 2 county libraries open to the public. There are 8 endowed libraries and 40 association libraries (receiving no income from taxes) and, 227 WPA library centers which are open to the public. These libraries, except for the Metropolitan Chicago area and the southeastern part of the state, are so scattered that they are widely distributed in the state.

With the completion of the Archives Building in which is being housed the complete Archives Division, it is possible, through the removal of this Division from the Centennial Building, to re-arrange working space as well as shelving space for the other two Divisions which will continue to be housed in the Centennial Building.

With the removal of the Archives Division into its own building it seemed to be

the opportune time to make such changes in the working arrangements in the State Library so as to effect a single functioning unit by coordinating the work of the three separate Divisions.

In checking over the personnel of our staff, the equipment on hand, and the budget for this biennium, it seemed advisable to make certain changes that will tend toward a quicker realization of the efficient accomplishment of the functions of the ideal State Library.

In Illinois we feel the State Library should:

1. Maintain a library for state officials and employees of the state, especially of informational material pertaining to the phases of their work and to provide for them material for general reading and study.
2. To maintain a Division for acquiring and preserving of the archival material of the state, and, offer facilities for the proper use of the said material.
3. Be a supplementary source for reading materials unavailable in the local libraries.
4. To assist local libraries in their plans of cooperation for better work and services in their communities and to loan them books and other materials in furtherance of this object.
5. Be ready to help local groups in developing a program by which library service can be arranged for in rural communities and rural schools now without such service.
6. Be a clearing house and act, in an advisory capacity, for questions and problems pertaining to the administration and functioning of public and school libraries—especially rural schools—in Illinois.

Keeping in mind these functions of the State Library as a combined unit, the *General Reference Library* includes the following departments: the Cataloging Department, the Loan Department, the Circulation Records Department, the Reference Department, the Shipping Department and the Mending Department.

## USE OF LIBRARY

### (Loan, Circulation and Reference Departments)

So that the program of coordination of the work in each of these Departments could be effected, it was necessary to check and revise the various and sundry printed forms used, the manner in which records were kept, the schedule of the routine of work, and, in so doing combinations of these printed notations and a re-arrangement of work routine has resulted.

Because of lack of work space, and, in order to remove from the public reading

and reference rooms, the noise which naturally accompanies the use of typewriters and the pushing of book trucks in and around a Loan Desk, as well as, arrange the schedule of professionally trained staff members so that when assigned to the Loan Desk, their time could be devoted entirely to helping serve our patrons, the files relative to the circulation of all reading materials were moved to the second floor of the Centennial Building (in quarters formerly occupied by the Archives Division) with desk space arranged for the stenographers and clerks assigned to this phase of the work. This Department is known as the *Circulation Records Department* and is under the supervision of a professional librarian who has had special training in this particular work.

Through this Department the permanent circulation record is made and filed for all reading materials loaned. During this biennium (October 1, 1936-September 30, 1938) 502,101 books were circulated of which 303,128 books made up the various sized collections sent to schools, study groups and communities, and, 198,973 books were loaned in answer to requests from individuals from all over the State, including state employees.

The circulation of materials from the *Art Collection* is recorded separately because of the nature of the material.

During the past twenty-four months a decided increase in requests for information about the use of this collection of 18,518 pictures was evidenced, resulting in that 24,958 pictures were loaned in the state to classes in visual aid, art study groups and art appreciation classes in the schools and communities as well as to members of clubs using the pictures to illustrate their lectures.

As the greater number of the books and pictures circulated are sent by mail or express to patrons living outside of Springfield, the *Shipping Department* handles on an average of 2,850 to 3,000 packages of various sizes per month.

To each of the 39 libraries on our *Exchange* list were sent 3 shipments of Illinois Documents including 21 bound volumes and 125 pamphlets; and, to the 53 other libraries on this list were sent those items they designated as most useful to them.

Of the 20,980 requests for *Reference* material from clubs, institutions and individuals received during the two year period, 19,591 were letters which were given attention in the Reference Department.

Many of these contained requests for books by title or author, and while these are not counted as requests for reference material, it often happens that requests for books occasion quite as much effort and time of the staff in the Reference Department as requests for subject material, for books may be out of print,

titles reported inaccurately, authors names misspelled, books not yet published, or, any of the many contingencies which make entries hard to identify and locate.

New Reading Courses have been compiled and many of those used during the past several years revised and brought up-to-date.

While only 106 registrations for these courses were made during the period from April to October 1938 (the revisions were not completed until that time, nor were cooperative plans drafted) it is noted that most of the courses for which registrations have been received are those which are being used by group leaders and institutions fostering the plan for systematic reading. Cooperative plans to make available the reading courses, lists of books, as well as the books themselves, have been worked out with such groups as the Home Bureau Federation, the Vocational Guidance classes sponsored by the N. Y. A., the P. T. A., and the American Legion Auxiliary.

In working with these groups as well as other state-wide organizations and the state departments, 343 bibliographies were compiled.

The *Division for the Extension of Library Service* throughout the state maintains a professional Advisory Service exchange, the Loan Department for school collections, Rural Area Service Department, the Statistical Department (for libraries in the state) and the office of a Field Visitor. These offices are located in the Centennial Building.

## COLLECTIONS DEPARTMENT

During the summer months artisans were busy in the lower stack levels transforming the space, formerly used as storage space by the Archives Division, into useable quarters for several departments of the Library, including the Collections Department.

The Collections Department (which serves primarily the schools and smaller rural communities) is housed in one large room facing west that has been named *The Mary Elizabeth Hughes Room* in honor of the daughter of Secretary of State and State Librarian Edward J. Hughes. The walls are painted lemon yellow with the window frames and the baseboard terra cotta red, the steel stacks are olive green and the floor covering dark brown linoleum. Several years ago figurines of famous characters in books for children were purchased for the Library and some of these have been placed on top of the filing cabinets providing the only decoration other than the several colorful cut-outs of long remembered book characters which have been attached to the walls around the room. These cut-outs,

a gift from Mr. L. D. Sibert, President of New Method Book Bindery, were used as the key when selecting the color scheme.

The 20,792 books for children are shelved in the *Mary Elizabeth Hughes Room*, and, here the 2,347 requests, including those to borrow collections of books to be used in the schools as well as the requests for specific books suitable for children, were handled.

With the completion of this room and the room set apart for the Shipping Department, it was possible to handle the 77,080 books used in filling these requests with a great deal more rapidity because the working space has been increased, thus making permissible not only ease in movement but the assigning to the Collections Department several additional clerical workers provided through the cooperative projects with the Federal agencies.

One of the outstanding features of this Department is a collection of autograph copies of the Newbery and Caldecott Prize books for children, as well as an ever growing collection of autograph copies of books written for children by Illinois authors. These books are displayed in a special exhibit case and each is marked with the specially designed bookplate which was presented to the Mary Elizabeth Hughes Room by Mr. F. H. Feldman, Danville, Illinois.

As part of our program of cooperation with other groups and organizations, an exhibit of 100 "Books every child should know—before entering High School" was arranged and, is sent on request to any group, club, school, or local organization requesting it. (Transportation charges are paid by the group.) This exhibit has been in such demand through requests from the Parent-Teachers organizations, the Home Bureaus, the County Superintendents of Schools, as well as principals of individual schools, school librarians and librarians of public libraries, that a duplicate exhibit was arranged but the continuous requests have resulted in the exhibits to be scheduled for many months to come.

## EMPLOYMENT SERVICE

For many years there has been a service, which we feel justifies time spent, and which therefore is being continued.

Frequently a member of a library staff will write to us or, when the Field Visitor is in the library, will tell her that he or she are interested in making a change in position. This information is filed.

Through the same process Library Boards seek information relative to a possible candidate for a vacancy in the local library. This request is checked with the file of names of persons interested in making changes and it is in this way—often possible to make known to individuals opportunities for advancement and to trustees

persons of ability and training. During this biennium, 55 persons have indicated they are interested in making a change in work and have filed an application with us, and, of this number 22 were Illinois citizens now employed out of the state; 17 requests have come from Library Boards for lists of available professionally trained persons.

## REGIONAL MEETINGS

For many years one day conferences in designated regions of the state have been held so that librarians and members of Library Boards as well as the principals of the schools and other interested persons could be together and have an opportunity to discuss problems pertinent to having, as nearly as possible, adequate library service in that particular area.

This biennium a new idea was suggested for these Regional Conferences. The meetings were held on successive days in nearby communities and the program so arranged that any person attending the one day's conference would feel repaid for the time and energy spent in attendance, and, the person attending the several meetings in the nearby communities would not be bored by the repetition in the program. The program was drafted on an institute or clinical basis, that is, the program was so arranged that for each day a definite subject was brought out and discussed. For the persons attending all the sessions they had reviewed for them or brought to their attention topics of work and functions of several departments of the library. For the persons who attend only one day's session they had brought to their attention certain topics relative to a particular department in the library.

It is customary for the trustees of the local libraries to suggest to the Division for the Extension of Library Service, that they would like to invite the groups interested in and sponsoring library service in the adjoining communities to come to the library in their community for one of the Regional Conferences.

The Regional Conferences were scheduled every other week after the 15th of March in 8 sections of the state—that is, in three sections in the north, in three sections in the central part and in two sections in the south—thus allowing 14 meetings to be held in specific areas in the state with 502 persons registering in attendance.

*Attendance at Regional Meetings,  
1937-1938*

Year	Libra- rians	Direc- tors	Visi- tors	Total	Libra- ries Repre- sented
1937 ...	391	224	90	705	222
1938 ...	399	264	158	818	280

## RURAL AREA SERVICE

While the Division for the extension of Library Service will continue to give advice and aid service to libraries emphasizing to communities the possibility of securing service through cooperation with other already established agencies, we feel that one of the outstanding functions of this Division now is to emphasize the work or service with the youth in the state through public and school libraries.

So that the youth outside of the Metropolitan areas—that is in the rural areas—may have the same opportunities as his brothers in the cities, it is vitally important for us to help in every way possible make available and accessible reading materials to be used, if he is still in school, in connection with his studies; with the furtherance of his attaining factual knowledge of the particular job at which he works; or, for his leisure time and recreational reading.

When drafting plans to make library service available to all citizens in the state, we naturally turn to the already established agencies. Many public libraries have on a small scale extended their services and facilities to a small nearby and adjoining area, but, there are limitations and generally these are the result of too small a book collection caused by too slim a pocket-book.

In studying the state as a whole unit, it is very evident no blanket arrangement or plan of service can be set up. Each section of the state offers a different and challenging problem, and, when working out any of these plans of service in a specific area, the first step is always to work, if possible, with the nearest established public library.

### *Contracts*

To make possible service to rural areas one of the most popular and one of the most inexpensive, and yet a very adequate way, is by the arranging for an agreement contract by a local group with a nearby established library.

This agreement contract may be very simple, that is, the community wishing to secure library service would provide space in which the books are to be placed (that is, a room with shelving for the books) tables, chairs, heat and light, and a person who can take care of the loaning of the books (that is, keep the record to whom and when each book is loaned). By paying a small sum to a nearby existing library reading materials may be secured with which to service the local community.

The small community would benefit in that it would be having greater book service than this small amount of money would furnish if the money was spent outright for books. By this plan the small community

could draw upon the resources of the book collection of the established library.

The already established library with which the contract is made would also benefit. The small amount of money paid to the nearby library would not in any way be adequate to buy the books which have been loaned, but, with the facilities in the established library, the amount of money can be used in their book fund—thus making it possible for them to add certain reading materials for which they have had many requests, but, without this additional income, felt they could not afford to purchase.

Agreement contracts have now been worked out in three communities in our state, in Bridgeport and St. Francisville with Lawrenceville, Equality with Harrisburg.

For several years a contract financed with money derived from the community tax fund as provided in our Illinois Library Law has worked successfully between Evanston and Glenview, between Oak Park and Bellwood and between Peoria and Peoria Heights.

#### *Cooperation with Federal Agencies*

For the past several years, the State Library has sponsored projects, under the Federal Agencies (NYA and WPA) and, for communities that have been interested in having available library service, it has been possible to secure the services of one or more of the persons working on these projects to take care of the library centers under the supervision of a trained librarian, that is, either the Field Visitor from the State Library, the supervising librarian on the Federal Project who is a trained worker or the librarian of the nearby local library.

#### **LIBRARY CENTERS**

In cooperation with the WPA a project sponsored by the State Library has made possible library service to small non-library communities by means of deposit stations or library centers. There are 227 of these centers functioning at this time in the seven WPA districts of the state—all under the direct supervision of a professionally trained District Supervisor. The local community furnishes the space, equipment, light and heat, the state department a collection of 14,405 books—which has been supplemented by recent additions by WPA totaling 54,622 volumes—and the WPA paying the salary for a custodian who is under the supervision of a trained librarian—either the Field Visitor from the State Library or the supervising librarian on the WPA staff.

Books and magazines furnished by WPA have been obtained through purchase with federal funds, through "Share-A-Book" campaigns and from the local communities. All books purchased by WPA were selected

with the aid of the Illinois State Library using Horton's "Buying List For Small Libraries" and "The Booklist" published by the American Library Association as basic lists. All gift books are checked with these guides and the several "A. L. A. Catalogs" and in this way standards of the inclusive material in the book collections have not been upset.

In some instances in order to raise the money for this service local groups and clubs, as the Kiwanis, P. T. A., and the Woman's Club, assume the responsibility of financing such an arrangement.

Of course, this is not a permanent financial arrangement, but it is very frequently possible by this help to make a beginning. Some communities that have tried this method have now voted for a tax to be levied for library purposes, similar to that which is levied for school purposes. Recently a tax levy for library services was voted in Normal and Bement. Partial library service is now available to 243,846 persons through these library centers who during the last six months (April through September, 1938) have borrowed for home use 755,536 books.

#### **BOOKMOBILE SERVICE**

Another possibility of making library service available to communities that have no libraries is by means of a bookmobile, that is, a small truck with the interior adapted and arranged so as to care for the shelving of the reading materials.

For the past several years, through a state-wide Federal Project with professionally trained library supervisors in each District, as well as in the state office of the Project, it has been possible to extend library service in part to the rural schools by means of the bookmobile.

At the present time there are bookmobiles in 5 counties. These bookmobiles (which are automobiles adapted for this type of service) are made possible through the splendid cooperation of the National Youth Administration, which provides the vehicle, the driver, gas, oil and an initial collection of about 700 books on each bookmobile.

The State Library as sponsor made up the list of these 700 books. This list was compiled by a trained librarian, who had specialized in children's and school library work.

Each bookmobile has had additions (in proportion to the number of children served) made to its book collection through loans from the State Library, thus making it possible to have new materials available always to the school children, which these libraries on wheels serve.

The basic collection of 700 volumes is the same in each of the counties and the material loaned from the State Library is not a duplication of these books.

These bookmobiles have made 111 visits to 301 rural schools in the specific counties with a monthly average of 10,200 books circulated among the children for their recreational reading as well as for use in their school work.

In accomplishing the work of the Division for the Extension of Library Service the Superintendent of the Division, Miss Charlotte Ryan, and the Field Visitor, Miss Bernice Wiedemann, made 283 trips to meet with librarians, Library Boards, officials of communities and school boards to help establish more adequate library service in specific locations in Illinois.

The Archives Division includes the Research Reference Department, the Micro-filming Department, the Manuscripts Department, special Archival Cataloging Department, the Film Library and plans are underway for the Instruction in Archival Procedure for the qualified candidates from the Illinois Universities.

No complete record has been kept of reference work done by the Archives Division. This is largely due to the fact that the Superintendent of the Division who until the appointment of the Document Archivist in November 1937, has taken care of all non-routine calls, was too engrossed in the details connected with the supervising and planning for the Archives Building and its occupation to have time to keep systematic records. On account of moving and the inconvenience of reference work due to delay in receiving the furniture for the Reference Room, as much reference work as possible has been routed to the Illinois State Historical Library which as always has cooperated generously with the Archives Divisions.

The correspondence files of the Archives Division for the period January 1 to October 1, 1938, reveal that letters of inquiry were received during that period from 22 states and Canada, exclusive of an extensive correspondence with the various editors and directors of the Historical Records Survey.

Of the calls for documents in the Archives Division the major portion come from the various state departments whose records are included in the 3,772 volumes, 2,648 file drawers and 297 boxes housed in the Archives vaults. Fully 95 per cent of all calls are for legal use by the various state departments; about four per cent are from attorneys; only about one per cent are purely historical in nature. This high percentage of legal calls is due to the relatively large proportion of comparatively recent records especially those from the Secretary of State's Departments. The relatively few historical calls is due to the existence of a separate strong historical library which can supply secondary material satisfactory to all but serious scholars. Genealogical requests are referred to the Historical Library.

A large number of letters are received asking advice on archival technique, especially in relation to equipment, legislation and cataloging. Many inquiries are referred to the Archives Division from other state departments and involve research for legal purposes. Among such requests the most frequent are for legislative materials, especially calls for original bills, information throwing light on reasons for defeat or veto of unsuccessful legislation and interpretation of the intended meaning of enrolled acts, etc. There is a strong demand for committee hearings which are seldom available. Legislation requiring the filing of such information might properly be considered by the present General Assembly.

Among the interesting requests for information, as illustrative of the type of reference made to the Archives, may be cited the following:

History of educational institutions of Illinois; descriptions of early Illinois capitols (for the New York World's Fair); whether the village of Kaskaskia is still a part of the State of Illinois; graves of revolutionary soldiers in Illinois; history of the University of Illinois; early imprints in the Archives; the value of a \$10.00 bill issued by a defunct bank dated 1851; what records relating to women's activities and especially to Dorothea Dix could be listed for the World Center for Women's Archives; illustrative material for the record of civilization vault of Oglethorpe University; valuation on manuscripts (not our policy to give such valuation); repair of manuscripts for certain libraries; copies of early records relating to certain counties and towns holding centennial celebrations; biographical records of two early Illinois diplomats sent to Latin America; precedents and briefs for election contests in the General Assembly.

Reference requests for the period January 1 to October 1, 1938, have included the following records:

- 812 Corporation Records.
- 8 Correspondence (Secretary of State and Governor).
- 52 Securities Department Cases.
- 110 General Assembly.
- 5 Court of Claims.
- 10 Census.
- 84 Election Returns.
- 17 Certificates of Qualifications.
- 33 Pardon and Parole Cases.
- 5 Anti-trust Records.
- 150 Notarial Records.
- 44 Trade Marks.
- 15 Registration and Education records. (These records were placed in Departmental Vaults and will no longer be called for through the Archives Division clerks.)
- 4 Insurance Records. (Also in departmental vaults now.)
- 15 Accounting Department.

6 Land Patents.

70 Enrolled Laws.

4 Miscellaneous Executive Files.

Prior to the removal to the new building of the materials in the Archives Division, facilities for the card catalog of archival material were entirely inadequate and work on this very essential reference guide was not possible although a very condensed listing of all items was made—sufficient in part for available material.

Since the records and files have been transferred to permanent and more adequate quarters, it has been possible to have work started so as to bring p-to-date and make complete the card catalog which because of the nature of the material analyzed must of necessity be in different form from the similar tool used in the other departments of the Library. Few of the cards can be purchased in printed form from the Library of Congress as can the cards in the catalog for the General Reference Library and the Collections Department, and notwithstanding the delay in this work, 14,825 cards in the analytical catalog and 179,841 cards in the name index have been filed.

Before accepting material to be filed in the vaults in the Archives Building, an inventory of this material is most necessary, but, with the very small staff assigned to this Division, work on such inventories was impossible especially as they must be made *before* the material could be accepted and transferred to the vaults. Here again the Illinois State Library has benefited through the cooperation of the Federal agencies. A project was sponsored with the Historical Records Survey unit of the Federal Writers' Project and it has been possible to have inventories made of the files in the various state departments and the Supreme Court. With the completion of these records we are now accepting the records designated to be filed in the Archives vaults.

*The Administrative Office* on the second floor at the west end of the Centennial Building is the Clearing House for all government projects (NYA, WPA and HRS); the Bookkeeping and Vouchering Department; the Order Department for books, periodicals, supplies and equipment as requisitioned; the Publicity and Publications Department including "Illinois Libraries." It is the office of the Superintendent of Library Divisions whose chief work is the planning coordinating into a single unit the work of the several Divisions after consultation with and consideration by the Advisory Committee.

#### COOPERATION WITH FEDERAL AGENCIES

From the beginning of establishment of agencies under the Federal Government that were so organized to work with permanent state and municipal departments in helping

relieve the various situations being caused by the depression, the State Library has sponsored certain projects under these alphabetically named agencies so as to experiment with, develop, re-arrange and enlarge certain functions and phases of our service. At the present time we are sponsoring projects under WPA to provide assistance in extending library service to rural communities; under NYA to maintain bookmobiles to serve rural schools, to assist local libraries establish branches so as to enlarge their service, to repair books, and, to produce posters to stimulate the reading habit; under HRS to take inventories of county, municipal and state records, to repair manuscripts and to film certain rare documents.

All of the projects are supervised by a specific Division of the State Library and trained workers on the Federal agency staff.

#### Posters

One of the most often pushed-aside, neglected and in many cases never attempted phases of library work is that which we label "Publicity and Poster Making."

It is not always possible, in a small library, to give the time to making posters; it is not always possible to squeeze enough money from the budget to make the various posters libraries would like to use, and, it is not everyone who is adept for such work—few libraries are fortunate in having an artist on the staff. Frequently in small communities, the materials needed are not available nor is it possible to arrange with the local schools to make the posters wanted, even though the library supplies the materials. Generally more material is wasted than can be used.

So in the solution of this predicament the State Library offered state aid in another form through the coordination of services.

Arrangements were made with the National Youth Administration for a project which is under the supervision of a trained commercial artist to make a series of posters which are available to the libraries for the cost of materials. The plan as developed includes making a series of seasonal and topical posters—12 in a set. These posters are in two sizes, 17 x 22 and 11 x 22 and are made in several colors produced by the silk screen process.

These posters are designed to stimulate the reading habit in communities by linking a seasonal celebration, a state, national or local activity with the book collection in the local library.

#### COOPERATION WITH THE DEPARTMENT OF PUBLIC INSTRUCTION

For sometime it has been the desire of not only librarians but educators and parents that a closer working relationship



could be had between the various Divisions of the State Library and the Department of Public Instruction, thus making possible the wholehearted recommendations of librarians and library associations for certain activities in the library program of the schools.

Work of the joint compilation and editing of a basic reading list to be used in the schools in our state was completed in August 1938, and this annotated, graded list of 1,500 titles is now in the hands of the printer to be ready for distribution to schools and libraries within the next few weeks.

## COOPERATION WITH OTHER AGENCIES

The State Library has for many years worked with the various departments of the University of Illinois, the American Library Association, the Illinois Congress of Parents and Teachers, the American Legion Auxiliary and the Illinois Federation of Labor in seeking solutions for some of the perplexing problems brought to the various Divisions, and, with continued cooperation with the large agencies—one of them another state supported institution—we hope to make stronger our program for coordination of state-wide library service.

## PUBLICATIONS

### *"Illinois Libraries"*

Since 1909 a bulletin of activities in libraries throughout the state has been published quarterly, but during the past few years, it was quite evident that such a quarterly bulletin was out-of-date at the time of publication and a change must be effected. Beginning with the November 1937 issue of *ILLINOIS LIBRARIES* a new departure was taken with the end in view of establishing a closer and more helpful relationship between the State Library and the libraries in Illinois. A plan was made in favor of monthly bulletins with one issue (July) to include the "Statistics of Libraries in Illinois" and a later issue (December) to include a resume of the annual activities of the Illinois Library Association.

### *The Monthly List*

We are now publishing a monthly list of the additions to the book collection of the Illinois State Library.

From past experience it was obvious that such a list would be most valuable if made available to the libraries in the state, as it would help the librarian and the Book Committee of a local library when making selections for book purchases if these groups knew that certain not-so-often-called-for books were available in the State Library. They could then use their fund

to purchase other titles that might be more called for in the local library.

The Monthly List was sent to each of the 639 libraries (including tax supported libraries, endowed libraries, library centers, association libraries, hospital libraries and college and university libraries) but, after the first four months the many requests from individuals and study groups over the state increased our mailing list to 750 copies.

### *Leaflets*

As the work in the various Departments of the State Library has developed, continued and increased, repeated requests for certain information about our services suggested the need of printed circulars. From time to time bulletins and folders explaining the type of service available, the wide range of material available, as well as bibliographies and lists of books have been printed and made available for distribution. As these publications were dated, it is necessary they be kept up-to-date and, in the revision of this material during this biennium, it was an advantageous time to develop a series of leaflets which have replaced the heretofore rather haphazard issuing of small bulletins and folders. The leaflets now in print are:

Picture Collection, Leaflet No. 1.

Free Books for Illinois Readers, Leaflet No. 2.

Librarian's Professional Shelf, Leaflet No. 3.

Books for a Reference Collection, Leaflet No. 4.

### *A Bookmark*

Frequent calls from clubs, study groups, school and state organizations for "some material explaining the service of the State Library that can be distributed" to their membership impelled us to have printed in bookmark form, concise statement of the "Services Offered by the Illinois State Library."

## BOOK COLLECTION

In the *General Reference Library* the book collection consisted of adult non-fiction, United States, Illinois and many other state publications (the library had depository status) magazines and newspapers, and miscellaneous pamphlets—the major part of these pamphlets secured through the Wilson Vertical File Service.

In the *Division for the Extension of Library Service* the book collection included adult and juvenile non-fiction, adult and juvenile fiction, magazines (in practically every case duplicates of those in the General Reference Library) and pictures. The Division for the Extension of Library Service has emphasized and built up a rather good sized collection of rural plays, particularly the non-royalty plays. This was

done in carrying out a program of cooperative work with the Rural Service Departments of the University of Illinois. The Division for the Extension of Library Service has also built up a fairly large collection of books on child training, education and art, including fine prints, reproductions of famous paintings, sculpturing, drawings and other art objects. These may be used for instruction, esthetic training or wall decoration. Art teachers, study clubs, schools and students borrow as many prints as needed.

In the Archives the material includes the Illinois State Records, manuscripts and documents.

With the release of certain space in the Centennial Building formerly occupied by the Archives Division it has been possible to shift and combine the book collections of the General Reference Division and the Division for the Extension of Library Service so as to make use of two more short floor levels of stack space—thus shelving on adjoining floor levels the adult non-fiction belonging to the Illinois State Library; shelving the adult fiction and files of magazines in the lower stack level and, the collection of books used in work with children in a large room facing west on the terrace level; thereby making the entire collection of books, pamphlets, and other printed materials more accessible to the staff and groups interested in the various types of reading materials that make up this book collection.

In drafting the building plans for the space in the Centennial Building which was arranged for the shelving of the book collection, six levels of stack space to house "700,000 volumes" was included. For various and sundry reasons, all of this space has never been accessible—the installation of floors and stack supports is incomplete—although some space has been usable on each of the stack levels. Because of the very inadequate and scattered shelving space, lack of elevators and booklifts in the stacks, it has been necessary to have book-stack clerks assigned to each of the six stack levels. As our budget does not provide for this additional personnel, assistance was made available through the Federal Agencies (WPA) and part time assignments have been possible. Since the library is open daily (except Sunday)

help in the stacks is needed daily, but, unfortunately the schedule of work under WPA does not permit of such an arrangement, and, as a result, patrons requesting material on the lower stack levels must of necessity wait at the desk for (it seems to them) a very long time for the material they need. Recommendation is made that an item be included in the next biennial budget to allow an addition to the personnel of the staff of the State Library so that service from the book stacks may be improved.

## CONDITION OF BOOK COLLECTION

### (Mending Project)

The wear and tear on the books in the State Library is more intense than that resulting from regular use in a university or public library. Sending reading materials to patrons by mail or express—no matter how well packed when sent out, they are not always so well packed when returned—does mean rougher handling than when a patron comes directly to the library and gets the books. Because of inadequate shelving space, books, pamphlets and magazines are squeezed in the shelves, piled on trucks and the floor, packed away in boxes (which mean they are not available for use) thus frequently causing an unfortunate and regrettable situation. Some of our most valuable books (and, in some cases these books cannot be replaced) are unfit for use because of these deplorable conditions.

As our budget is not sufficient to allow an expenditure for the installation of the shelving originally planned nor, is it sufficient to have rebound and repaired those books now so in need of this attention, we have again turned to the Federal agencies for assistance.

Through the assistance of the Library Supervisor on the WPA Library Project, we have set up a small mending unit\* in one of the work rooms in the Archives Building and through this mending unit certain worn books have been made usable again. Although at no time has an attempt been made to "rebind" any books, small mending, i. e., repair mending, has made possible the re-conditioning of 747 volumes.

\* This unit was opened July 1, 1938.

## GROWTH OF THE LIBRARY

### (Book Selection)

In recommending for purchase books and other reading materials that are additions to the book collection of the Illinois State Library, the Superintendent of the General Reference Library takes into consideration:

1. The special books that have been asked for but have not been available (a list of these requests is kept on file).

2. The weak spots in the present book collection.

While the Superintendent for the Extension of Library Service takes into consideration:

1. The program for extending services to rural areas.
2. Cooperation with the schools.

3. Special requests from the existing libraries.
4. Recommendations from librarians of existing libraries suggested because of demands made on their book collections which were impossible to take care of.

Thus strengthening the book collection of the State Library, and making possible by

state aid in the form of reading materials, more co-operative service to local libraries, both school and public, and to the rural areas. Orders for books to be purchased are placed weekly so that there is a continual addition of new material added to the book collection and made available for use.

Accessions	1936	1938
Books as of September 30.....	200,102	226,541
Documents, pamphlets and other printed materials	97,485	107,131
	<u>297,587</u>	<u>333,672</u>
Withdrawals		
Books .....	2,847	2,058
Documents, pamphlets and other printed materials .....		21
	<u>2,847</u>	<u>2,079</u>
Printed resources of the State Library as of October 1	294,740	331,593
Pictures .....	18,280	18,518
Current Newspapers .....	18	14
Current periodicals as of September 30, including:		
Subscriptions .....	421	486
Donations .....	85	142
Deposits (U. S.) .....	79	152
	<u>585</u>	<u>780</u>

### PERSONNEL (Staff)

Each year brings certain changes in personnel and during this biennium (October 1, 1938 to September 30, 1938) resignations have been accepted from Mary LaRue, who wished to complete her work in the Library School at the University of Illinois and from Hallie Warner, who after her marriage moved to Texas to live.

Additions to our staff included Clara A. Davies, Springfield, as Chief of the Cataloging Department; Ruth J. Hamilton, Peoria, Assistant in the Cataloging Department; Marinus Hansen, Springfield, Photographer (micro-film) in Archives; Raoul Imbert, Chicago, Bookstack Clerk; Julia O. Macpherson, Springfield, Typist; Lois Martin, Urbana, Assistant in the Cataloging Department (for cataloging of juvenile books); Mary Ellen Moyer, Allendale, Assistant in the Cataloging Department; Margaret Neenan, Kewanee, Stenographer; Charlotte Ryan, Jacksonville, Superintendent Division for the Extension of Library Service; Annabel Smith, Urbana, Chief of the Circulation Records Department; S. Ambrose Wetherbee, Evanston, Document Archivist and Cataloger in Archives; Bernice Wiedemann, Harrisburg, Field Visitor in the Division for the Extension of Library Service.

In considering the multiplicity of details that are such an essential part of the smooth functioning of any library, and, especially of a library of the character of

this State Library, the staff, even with the few additions made in this biennium, is much too small to make possible service that might be termed adequate. Every means of securing help through cooperation with other groups has been checked and while we are using 126 persons assigned through projects under WPA, NYA, and HRS, this assistance is most temporary and their work schedule not elastic enough to entirely fit into our program so that workers are available the days the State Library is open.

Members of our staff are constantly taking part in some of many educational opportunities offered through evening courses sponsored by various local institutions and summer courses at universities. The rearrangement of our work schedule makes possible their taking advantage of some of these opportunities and during this biennium several members of the staff have each year attended the Institute for Librarians of the University of Chicago (held in August); others have attended summer school—one at Columbia to take special work in Public Documents; another to take a course in Radio Broadcasting; another to take special courses pertaining to work relative to the Art Collection.

Some have assumed the responsibility of accepting the official positions and serving on the committees of the various state and local organizations including the American Association of University Women, Illinois Federation of Women's Clubs, Illinois Congress of Parents and Teachers, the Ameri-

can Legion Auxiliary, the Illinois Library Association, the National Association of State Libraries, the American Library Association, the Society of American Archivists and the National Youth Administration.

The Illinois State Library was represented at the annual conferences and meetings of the American Historical Association; the American Library Association, the National Association of State Libraries, the Abraham Lincoln Association, Special Libraries Association, the Illinois Historical Association, the Society of American Archivists (this group accepted our invitation and will hold their 1938 annual meeting in Springfield in October) the Illinois Council of Churches, the state and regional meetings of the Illinois Congress of Parents and Teachers, the Illinois Library Association (this group accepted our invitation and will hold their annual conference in Springfield in October 1938), and, the meeting of the Presidents of the State (Library) Associations and Editors of Bulletins.

While it was not possible to have state-aid in Illinois for this two year period in the same form as it was available during the past biennium, it was feasible to make more accessible state-aid in another form—that is the reading materials and library service facilities of the State Library. By a more intensified correlation of this functional equipment, there is no doubt that it has been possible to come closer to attaining our goal "library service and reading materials available and accessible to every citizen in Illinois."

#### MEMBERS OF THE STAFF OF THE STATE LIBRARY

Secretary of State Edward J. Hughes, State Librarian.  
Helene H. Rogers, Assistant State Librarian.  
Margaret C. Norton, Superintendent, Archives Division.  
Charlott Ryan, Superintendent, Division for the Extension of Library Service.  
Harriet M. Skogh, Superintendent, General Reference Library.  
Charles Anderson, Shipping Department.  
Dorothy Bailey, Assistant, Document Exchange Department.  
Mrs. Estelle Baird, Assistant, Periodical Room.  
Sue Bowles, Chief, Order and Bookkeeping Departments.  
Esther Bryant, Assistant, Catalog Department.

Katherine Buhrman, Assistant, Reference Department.  
Esther Chipchase, Clerk, Circulation Records Department.  
Clara A. Davies, Chief, Catalog Department.  
Charline Davis, Clerk, Circulation Records Department.  
Vonnetti Dieckhaus, Secretary, Assistant State Librarian.  
Mrs. Marie Ennis, Clerk, Information Desk.  
Eliza B. Foster, Chief, Art Collection.  
Fern Garrett, Assistant, Reference Department.  
Carl Giganti, Clerk, Catalog and Art Departments.  
Ruth J. Hamilton, Assistant, Catalog Department.  
Marinus Hansen, Photographer, (microfilm) Archives.  
Winfred Helm, Janitor.  
Mae Hessler, Chief, Reference Department.  
Dorothy O. Hurst, Chief, Collections Department.  
Raoul A. Imbert, Bookstack Clerk.  
Gloria M. Jones, Clerk, Collections Department.  
Tom Kenney, Shipping Department.  
Eloise Kissinger, Assistant, Reference Department.  
James S. LeVine, Janitor, Archives.  
William MacDonald, Clerk, Archives.  
Mrs. Florence McFadden, Clerk, Archives.  
Mrs. Pauline McMullen, Clerk, Circulation Records Department.  
Julia O. Macpherson, Typist, Archives.  
Lois Martin, Assistant, Catalog Department.  
Ruth Mills, Assistant, Order Department.  
Mary Ellen Moyer, Assistant, Catalog Department.  
Margaret Neenan, Stenographer, General Reference Library.  
Mrs. Charlotte Nelson, Clerk, Archives.  
Florence Nichol, Chief, Loan Desk.  
Amelia Osterholtz, Clerk, Order Department.  
Aileen Rabjohns, Assistant, Document Catalog Department.  
Agnes T. Reagan, Clerk, Telephone and Mail Desk.  
Mrs. Marie Roberts, Stenographer, Division for the Extension of Library Service.  
Emma Scheffler, Assistant, Catalog Department.  
Annabel Smith, Chief, Circulation Records Department.  
S. Ambrose Wetherbee, Document Archivist and Cataloger, Archives.  
Bernice Wiedemann, Field Visitor, Division for the Extension of Library Service.



ILLINOIS STATE LIBRARY  
Archives Division

Monthly Report  
August 6, 1938

Moving into the Archives Building has practically come to a stand still because the various state departments have no money with which to equip their departmental vaults. Two departments, the Department of Registration and Education and the Supreme Court have recently taken bids on equipment. I have heard that the lowest bid now runs about \$62.00 per cabinet which is about \$20.00 higher than the architect paid. The explanation given for this is that we were buying in 1000 lots. This shows rather conclusively that it is unlikely that the various departments can make purchases this biennium. Consequently we are letting all but one of the movers go the 15th of August; the one kept will be taken on as a regular janitor for the Archives Building, subject to call by Mr. Mac Donald if any minor moving comes up. There is enough money left, I understand, to call the other two back for about six weeks towards the end of the biennium if some of the departments find at that time that they can finance some cabinets.

A number of department heads have asked about our requirements as to cabinets. I have told them that our only requirement is that the drawers and drawer cabinet frames be steel. I have added, however, that since the vaults and cabinets were planned as a unit, to give efficient use to the space, cabinets should conform to our height and depth. That on account of safety I will not permit transfer cases or cabinets to be built up more than five drawers high and that in case they fill the space allotted to them with shorter drawers and do not build them six high, they are absolutely out of luck in demanding more space. I tell them that we are not arbitrarily demanding that they duplicate the equipment we have but suggesting that unless they are proposing to use old steel equipment they should purchase new equipment using the architect's specifications. In every case the department heads have expressed themselves as in agreement with me. Whether they follow my advice is yet to be seen.

The following departmental vaults are now occupied in part:

12 North.	Secretary of State
Bay 1-2	State Library
3-6	Index Department. Correspondence. 1931-36
16-17	Executive Dept. Pardon record
9 West	
Bay 1	Trade and Commerce Dept.
205	Insurance Dept.
9 East	
Bay 1-3	Registration and Education dept.

Keys for these vaults have not yet been given out, partly because final allocation of space has not been made and partly

because there is no elevator watchman so that we cannot put into operation our system of registering access to the vaults. At present the regular watchman takes clerks to their vaults on orders from the Reference Room attendant.

The Historical Records Survey have filed inventories of state departments with us as follows:

Finance Department  
Insurance Department (partial)  
Public Instruction Department  
State Tax Commission  
State Treasurer

They have completed inventories as follows:

Attorney General  
Supreme Court  
Welfare Department. 5th St. Warehouse

The following inventories are in progress:

Auditor of Public Accounts  
Illinois Commerce Dept.  
Registration and Education Department  
Vital Statistics Division

The following county inventories have been published:

Carroll  
Pike  
Brown  
Jo Daviess  
Cumberland  
Scott  
Clark

Records Returned to custody of departments.

State fire marshal destroyed records of Chicago fire marshal's office which had been sent to Archives Division. These records had been tabulated and the information contained in them otherwise recorded.

Insurance department.

"Official file" returned to custody of Insurance department because the records are subject to withdrawal for departmental use. These records thru 1933 have been placed in Departmental Vault 9 W. Miss Hughes, clerk in charge if this file was given a desk in Archives workroom.

Agents' license cards formerly in the Centennial Building were taken back to Insurance Department, being subject to destruction when ten years old, according to a recent Attorney General's opinion. This made them ineligible for the departmental vault. A few of our steel file drawers loaned temporarily to them pending receipt of containers which they have ordered.

## Registration and Education Department.

Correspondence files of this department thru 1933 turned back to department and placed in Departmental Vault # E. Those prior to 1917, the establishment of the department in its present form, I offered to accept for the Archives vaults, but Mr. Hallihan felt they might still be used and for the time being would better to keep all together. Mr. Hallihan has directed his filing clerks to go thru these records to weed out those which could be destroyed. This work is the responsibility of the department which must remove and destroy itself any papers to be thrown away.

Pardon records. Those prior to 1913 were taken to the Archives vaults, later records to the Executive Department vault. Some petitions are being held in the Receiving Room for the department to decide whether to keep them or not. These will not be accepted for the departmental vault.

### Archives vaults.

All records of the Secretary of State and General Assembly which are to come over at present are now in place, labelled, and inventoried. Mr. Weather keeps the inventory up to date. There are three copies, one in the Reference Room, one in Miss Horton's office and one in Mr. Weather's office. The inventory has not yet been tabulated for total numbers of drawers and volumes. There is still a little checking to be done before this can be done.

The latest accessions (for July) have been:

Corporation reports for 1936.  
Legislative records for 1938 special session  
About 100 volumes of early State Treasurer's records dating back to 1813, turned over to Archives department. These are now being checked, labelled and covered with cellophane.

### Reference Work.

Because there are no chairs and tables for the Reference Room as yet little reference work has been done for the public in the last few months.

The following records have been consulted through the Reference Room during the month of July:

Corporation Records  
19 Cards  
47 Annual reports  
Executive Dept. records  
8 Notary Bonds  
5 Trade Marks  
8 Pardon files  
Index Dept.  
9 Enrolled Laws  
3 Election Records  
General Assembly  
5 Bills



The calls for such records as those above are seasonal and this is the "off season." These records are called for by state departments chiefly.

A complete record of correspondence and reference calls taken care of by the Superintendent personally is not available. Some of the calls that have come in during the past month have included; crepelining a rare newspaper for the Matson Public Library (brought in by Senator Gunning); mounting a map for the State Highway Dept.; looking up a college charter for the Tax Commission; several calls for old age assistance date referred to the U.S. Census Bureau's index at Washington; whether a land grant signed by President Van Buren some land in Tennessee has any value (as a manuscript); whether a \$10 .00 bill issued by the State on behalf of the Frontier Bank of Benton is redeemable (referred from Auditor's office); several requests for genealogical assistance. Genealogical questions are referred to the Historical Library after checking with census records and our name index. Questions relating to problems on archival catalog and classification are referred to the Superintendent by the Society of American Archivists, as chairman of their committee on that subject. The most recent inquiry came from the Royal Bank of Canada, Montreal.

#### Photographic Laboratory.

The Photographic Laboratory was loaned to the Public Health Department during Mr. Hanson's vacation for processing some of their X-ray films. Considerable damage was done to the walls floor and cabinets by a careless operator. On Mr. Hanson's return arrangements were made for him to process these films on his own time.

Mr. Hanson spent a day recently in the University of Chicago's Experimental Microfilm Laboratory and returned with many profitable suggestions.

Three pieces of equipment were purchased for the Laboratory during July: a film splicer, a Pak-o Dryer for prints and photostats; and a Dextigraph for copying 3 X 5 cards.

Mr. Hanson is now copying on the Dextigraph the State Library shelf list of Illinois documents - about 6000 cards.

#### Document Archivist.

Mr. Weatherby is supervising the inventorying of Illinois documents to be found in the State Library, Room 501 of the State House, the Secretary of State's Shipping Room and various other Secretary of State's offices. This work is being done by two HRS workers. These workers have about finished arranging and listing the Illinois items in 531 and are about to start work on the out of state documents shelved there.

It is planned to compile an official file of all Illinois documents, to be kept in the Special Vault. Duplicates will be found or photostatic copies made for other state library departments.

Mr. Weatherbee has been made chairman of the Exhibit Committee for the coming I.L.A. convention.

#### General Staff Notes.

At present Mrs. Nelson and Mrs. Mc Fadden are taking turns at the Reference Desk and Mr. Weatherbee assists them in getting documents from the vaults or relieving them while they go to the vaults to look up material. As soon as the furniture comes it will be necessary to schedule two persons for this room at all times.

Mrs. Mc Fadden has been preparing the new General Assembly material and also filing early Notary records.

Mrs. Nelson started to file the early Governor's correspondence from 1831 on, but because of the miscellaneous nature of the material, some of which belongs in other files, she has merely unfolded the material up to 1870 and filed it chronologically. Miss Norton has done the final filing through 1860. This series has been calendared through 1831 and this calendar must be continued.

Mrs. Nelson is filing the Corporation reports which came over last week. This will take about two months. The work involves refiling, unfolding, stapling papers together and filing into the old file, at the same time revising the file. She is assisted by one NYA girl.

Miss Mac Pherson is away on a leave of absence, attending a summer school camp at Wakefield, Rhode Island, where she has a scholarship. She will return August 22d after a six weeks' absence.

#### Superintendent of Archives.

The Superintendent of Archives has been devoting as much time as possible to a complete revision of the archival cataloging rules. She is also the chairman of the Society of American Archivists' Committee on Cataloging and Classification. This means that Illinois is getting the services of three of the country's leading experts on the subject: Dr. Roscoe E. Hill, Chief of the Division of Classification of the National Archives, Mr. John Russell, Chief of the Division of Cataloging of the same, and Capt. R.E. Haselden, Curator of Manuscripts of the Henry E. Huntington Library, formerly cataloger for Sothy's, London. Tentative rules for the main card, covering 30 pages, single spaced, have been submitted to the other members of the committee for approval. This work is difficult to do during office hours because of interruptions and most of the work has been done between four and six after the office closes. This is too much of a drain on vitality, and as soon as a Secretary can be appointed the Superintendent will have to restrict her office hours for consultation to get some time for the research work which must be done and done without interruption.

The next project planned by the Superintendent is a study of

history of the  
the various state departments, a study necessary as the basis for classification. Some years ago a chronological list of laws was compiled, and a few years ago a topical summary of functions under the first constitution was completed. It is proposed to carry this down to date. An attempt was made to get this work done through the Historical Records Survey. Such a study was made for several county offices but the person doing the work left the Survey and no one competent to continue it has been found. Several have tried but lacked the legal background. Such information is vital to our reference work and this compilation must be resumed as soon as possible.

Since January first Miss Horton has indulged in the following outside professional activities:

Article on the Illinois Archives Building, published in the American Archivist for April 1938.

Paper of "Microphotography in the Preservation of Local Historical Records", read before A.L.A. in June, and to be published in the Proceedings of the A.L.A. Committee on Archives and Libraries.

Member of the A.L.A. Committee on Archives and Libraries since its start in 1936 and reappointed for the coming year.

Presided at one meeting of that committee at Kansas City. Society of American Archivists.

Member of Council. (Elected for five year term 1937)

Chairman Committee on Cataloging and Classification.

Member Program and Local Committees for October meeting.

National Association of State Libraries.

Resigned as Secretary-Treasurer June 1938 after five years' service

Editor of Proceedings 1934-38

Archives Building.

The only equipment added during the month was the Venetian blinds, furnished through the Architect's office.

The furniture contract has been awarded to the Globe Furniture Company of Chicago. The chairs and tables are to be manufactured by the Marble Chair Company, the card cabinets by Globe Furnishings. Miss Horton and Mr. Hodson went to Chicago on July 29 to see samples. The balance remaining will be \$1078.90. This will probably be spent on the colling system for the Photographic Laboratory and "No Smoking" signs.

The State Library Reading Project has been moved to one of the Basement Rooms.

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## **ILLINOIS STATE LIBRARY**

### **Archives Division**

**Report for September and October, 1938.**

No report for the Division was filed for September, because the Superintendent was busy with preparations for the Convention of the Society of American Archivists for which we were hosts from October 24-26 and for the Dedication of the Archives Building on October 26.

Convention of the Society of American Archivists. The second annual meeting of the Society of American Archivists was held in Springfield October 24-26, with headquarters at the Abraham Lincoln Hotel. The Honorable Edward J. Hughes served as chairman of the Social Committee and Dr. Herbert A. Keller as chairman of the Program Committee. Hotel arrangements were made by the local committee, which secured a complimentary suite of rooms for the President and Secretary. The State Library bore the expense of mimeographing and mailing 575 preliminary programs and newsletters to all members and prospective members of the society, invitations to join the Society were enclosed to non-members. A second newsletter was sent out the week before the meeting to all members of the Society. A Registration Desk was maintained and staffed by the State Library Staff at the hotel during the convention. Besides serving on the Local Committee, the Superintendent of the Archives Division, acted as chairman for the session on Cataloging and Classification and attended two meetings of the Council of which she is a member.

Hospitalities arranged by the Local Committee were as follows:

A subscription dinner at the Illini Country Club Monday night arranged by Mr. Hughes. Following the dinner Mr. Hughes took all the men to his home for a smoker.

Complimentary Luncheon at the Leland Hotel Tuesday noon, tendered by the Illinois State Historical Society.

Complimentary Bus Trip to New Salem, Tuesday afternoon, as guests of Mr. Hughes.

Tea and reception following the Dedication of the Archives Building, Wednesday afternoon, by Mrs. Hughes

Exhibits. Dr. M. Llewelyn Raney, Director of the University of Chicago Libraries arranged for an exhibit by the leading Microphotographic companies, held on the 2d and 3d floors of the building and brought a large collection of illustrative material for his talk.

The Historical Records Survey sent a very fine exhibit of photographs and published inventories from the Washington office.

Representatives of several firms supplying equipment for the Archives Building were in attendance.

### Dedication of the Archives Building

The State Archives Building was dedicated on Wednesday, October 26 at 3:30 P.M. For an account of this ceremony and for the dedication of rooms to Secretaries of State Pope, Harlow Emerson and Hughes, consult copy for the December issue of Illinois Libraries.

### Museum Exhibits

The following items were shown in the first exhibit in the Pope Museum:

#### North Wall Case

Legislation affecting the Illinois State Library 1838-1938.

Proposed bill: An act authorizing the purchase of a state library, 1821.

First incorporated library in Illinois: Belleville Debating and Library Society, 1821.

First public library law of Illinois: An act to incorporate such persons as may associate for the purpose of procuring and erecting public libraries in this state 1823.

First appropriation for books for the library: An act making appropriation for a library for the use of the Legislature and Supreme Court, 1839.

State library formally organized: An act concerning the State Library, 1842.

Illinois State Library: An act to amend An act in relation to the State Library 1847

Portraits of Alexander P. Field, Secretary of State and Governor Joseph Duncan, 1838.

**Supreme Court Library.** An act to authorize the purchase of law books for the libraries of the Supreme Court. 1853.

**Illinois State Library:** An act in relation to the State Library 1865.

**Illinois State Library:** An act to furnish the State Library, 1867.

**Illinois State Library:** Basic Law in Force, subject to later amendments, 1874.

**Illinois State Historical Library created.** An act to establish the Illinois State Historical Library, and to provide for its care and maintenance and to make appropriations therefor. 1889.

**Library Extension Commission.** An act to amend an act entitled "An act to revise the law in relation to the State Library, approved February 25, 1874, by adding three new sections to be known as sections 10, 11 and 12. 1909.

**Legislation Reference Bureau.** An act to establish a joint legislative Reference Bureau and to define the powers and duties thereof. 1913.

**Illinois State Library Reorganized.** Archives Division created. An act to amend sections 1,2,3,4,9,10,11 and 12 of "An act to revise the law in relation to the state library," approved February 25, 1874, in force July 1, 1874 as amended. 1921.

**Transfer of records to archives:** An act to amend "An act to revise the law in relation to the State Library," approved February 25, 1874, as amended, by adding section 13 thereto. 1925

**\$610,000 State Aid:** An act making an appropriation for the relief and aid of free tax supported public libraries. 1935.

**Archives Building:** An act making an appropriation for an Archives Building, 1935.

#### **North East Wall Case**

**Archives Work Begun in Illinois:** Secretary of State's report, 1874, describing plans for care of archives.

#### **South East Wall Case**

**Chicago Lots:** Certificate of purchase for first canal lot sold, 1830.

**Canal lands:** Certificate of purchase for first sold 1830.

**Illinois' First Railroad:** Way Bill: Northern Cross Railroad.

**Illinois' First Public School Bill, 1825.**

**Illinois - Indiana Boundary 1821.**

**Northern Boundary Survey 1833.**

**Lincoln's First Bill in the General Assembly. 1834.**

**Quill pen found in some House of Representatives records 1835-36.**

**Final ballots on bringing state capital to Springfield. 1837**  
**First and second state seals. 1818 and 1869.**

## **South Wall Case**

### **Why An Archives Building?**

Photographs of North Dakota, West Virginia, Canadian Parliaments, New York State, Illinois State Arsenal, etc., fires 1937 flood.

2 records from a basement storeroom: Original Senate Bills 1862, Governor's Correspondence 1901.

3 photographs of state house vaults

## **West Wall Case**

Earliest Original Document in Illinois Archives: Harrison's Proclamation Establishing Randolph and St. Clair Counties 1801.

Illinois Territory Organized: Secretary Pope's Proclamation Dividing Territory in Randolph and St. Clair Counties. 1809  
Governor Edwards' letter about political conditions in Illinois June 28, 1809.

Illinois Archives Begun: First Entry in Executive Register 1809.  
Constitution of 1818

Territorial census 1818

Territorial Auditor: First Entry 1813.

House Journal 1812

Governor's Letter Book 1818-31.

## **Exhibit on Archival Technique (Hughes Room)**

### **Accession Procedure**

Archives Division Forms

Catalog Rules

Rules and Regulations

Indexes:

House and Senate Journals and Bills

Requests on laws relating to state government:

State departments - 1848, 2d volume

State departments, 1848 - 69. Classified bibliography of laws.

Laws relating to state lands

Shelf inventory.

## **Furniture for Archives Building**

The wood furniture for the Archives Building was installed October 22 and 23 (Saturday and Sunday before the convention opened). The lateness of the arrival of the furniture due to delay in awarding of the contract, necessitated considerable overtime work on the part of the custodial staff, which was done cheerfully and loyally. Four desks and several small



tables, the atlas and registration stands have not as yet been received. The furniture is of Georgian Mahogany upholstered in leather of varying colors to harmonize with the color schemes of the rooms. The card catalog cabinets, with an estimated capacity of 2,300,000 cards are blond maple with bronze hardware and cornice lights. They fill both sides of the Marlow room from the recesses west to the Hughes room. The cabinets were built by Globe Wernicke.

A professional contact printer for making positive film copies a Dextragraph Camera for copying catalog cards, a Pa-ko print dryer and a refrigerating coil for cooling the washing water, for the washing tanks have been recent additions to the Photographic Laboratory equipment

### Catalog Rules

The Illinois State Library printed the first American code on archival cataloging rules in 1936. Later experience and further experimentation in the field made a revision necessary. Aided by the criticisms of the Committee on Cataloging and Classification of the Society of American Archivists, of which she was chairman, the Superintendent of the Archives Division rewrote the code for cataloging archival series. This new code was mimeographed in an edition of 497 copies and submitted as a part of the Committee's annual report to the Society. A copy was mailed to each member of the Society of American Archivists and to each institution which had requested a copy of the 1936 edition. Since the convention requests for additional copies have been coming in daily so that as of November 7 only 99 copies are left. The stencils will be usable for only a few months and as requests for copies are coming in at the rate of 5 or 6 a day, it might be desirable to run off 200 more copies to insure sufficient for our own use.

### Inventory of State Documents

Mr. Hanson has finished copying the State Library shelf list of Illinois documents. The two Historical Records Survey workers under Mr. Wetherbee's direction have finished taking inventories of the surplus stock in the Secretary of State's offices (exclusive of the State Library.) They are now sorting the cards, using the State Library shelf list as the master file. Do you wish this group to start collecting copies needed for the Archives Division or shall they start checking the inventory of the State Library file? Mr. Brown of the Shipping Department is anxious to clear his shelves of all but current publications and it might be advisable for the State Library to take over his surplus stock or to combine it with the documents stored in Room 531.

### Indexing

About 2000 cards per month are now being added to the Name Index. This name index will include the names of every person found mentioned in manuscript or printed records prior to 1850, giving a digest of the biographical information

and the bibliographical citation. Such an index reveals a surprising amount of otherwise unknown data and saves endless time in answering reference questions. To date the following records have been indexed:

State census records	1818-40
Federal census of	1820
Executive register	
House and senate Journals	1841
Session laws	1812-41

Mr. Shyne and Mrs. Dill of the Historical Records Survey are typing full time, Mr. Shyne typing folders, labels, etc. and Mrs. Dill acting as Secretary to the Superintendent. They are indexing 1845 census records as time as available for that purpose. Miss Julia Macpherson of the Archives staff is indexing the printed session laws. About 2000 cards per month are being written.

Mrs. McFadden is assisting Mr. Wetherbee in proof-reading. Mr. Wetherbee is revising the filing of the cards. A similar index for place names will be started soon.

#### Classification.

The past year the Superintendent concentrated on cataloging problems. This year she plans to devote considerable time to the study of classification problems. Fundamental is a study of the legislation history of each state department, a study of which the Superintendent has been engaged upon at intervals since undertaking the organization of the department. A brief chronological digest of all state departments down to 1921 was undertaken many years ago. Later a topical analysis of all laws relating to state departments together with the origins of their functions, was completed through the year 1848 and a slip index of every mention of a state department in the laws through 1936 made. Also certain topics were analyzed for quick reference use, the most important being a study of the administration and disposal of state lands. A topical bibliography of the laws relating to the various state departments and commissions has been typed for the years 1848-69 and for the years 1870-1916 (before the Administrative Code) for the departments beginning with the letters A-F. This bibliography will be brought down to date then cross indexed by subjects and functions. Later Supreme Court decisions will be added, and the laws digested. The result will be a veritable encyclopedia of Illinois state government useful alike for our reference work and for other state officials.

If possible this will be reduced to skeleton form for Publication.

#### Accessions

Since the last report the State Treasurer has deposited in the Archives 267 volumes of early records, including the records of receipts into the Territorial and State Treasury from 1813-1879 and other miscellaneous records.

The Insurance Department is transferring all its early volumes of Annual Reports of Insurance Companies down to about 1920 to the Archives. These have not yet been checked in but they will comprise at least 800 volumes.

#### Miscellaneous Staff Notes

The reading Project of the Illinois State Library have moved into the room originally planned for the Secretary of State's Multigraph Department.

#### Historical Records Survey

The Historical Records Survey has inventories completed or well under way for all but the following state departments:

- Mines and Minerals
- Public works and buildings
- Auditor of public accounts
- Agriculture department

All departments so far have most cooperative and appreciative of the work of the Survey.

Survey workers have been working full time for the Archives Division as follows:

Mrs. Edna Dill, Secretary to the Superintendent  
Mr. Shyne, Typist  
Miss Hibbs (replaced temporarily with  
Mrs. Campbell)  
Mr. Hildebrand and Miss----?, working with Mr. Wetherbee on the document inventory.

#### Staff Notes

Mr. William Macdonald returned to work October 24, after having been a patient for three weeks at the Veterans' Hospital at Dwight, receiving treatment for gastric ulcers. He must remain on a strict diet for some time to come and must not do heavy manual work. He has gone back to his reading and repair work in which he is an expert.

Nov. 1, 1938

ILLINOIS STATE LIBRARY  
Archives Division

Reference Work

During the past biennium no complete record has been kept of reference work done by the Archives Division. This is largely due to the fact that the Superintendent of the Division who until the appointment of the Document Archivist in November 1937 has taken care of all non-routine calls, was too engrossed in the details connected with supervising the planning for the Archives Building and its occupation to have time to keep systematic records. On account of moving and the inconvenience of reference work due to delay in receiving the furniture for the Reference Room, as much reference work as possible has been routed to the Illinois State Historical Library which as always has cooperated generously with the Archives Division.

The correspondence files of the Archives Division for the period January 1 to November 1, 1938 reveal that letters of inquiry were received during that period from 22 states and Canada, exclusive of an extensive correspondence with the various editors and directors of the Historical Records Survey.

Of the calls for documents in the Archives Division the major portion come from the various state departments having records on file here. Fully 95 per cent of all calls are for legal use by the various state departments; about four per cent are from attorneys; only about one percent are purely historical in nature. This high percentage of legal calls is due to the relatively large proportion of comparatively recent records especially those from the Secretary of State's Departments. The relatively few historical calls is due to the existence of a separate strong historical library which can supply secondary material satisfactory to all but serious scholars. Genealogical requests are referred to the Historical Library.

A large number of letters are received asking advice on archival technique, especially in relation to equipment, legislation and cataloging. Many inquiries are referred to the Archives Division from other state departments and involve research for legal purposes. Among such requests the most frequent are for legislative materials, especially calls for original bills, information throwing light on reasons for defeat or veto of unsuccessful legislation and interpretation of the intended meaning of enrolled acts, etc. There is a strong demand for committee hearings which are seldom available. Legislation requiring the filing of such information might properly be considered by the present General Assembly.

Among the interesting requests for information, as illustrative of the type of reference made to the Archives, may be cited the following:

History of educational institutions of Illinois; descriptions of early Illinois capitols (for the New York World's Fair); whether the village of Kaskaskia is still a part of the state of Illinois; graves of revolutionary soldiers in Illinois; history of the University of Illinois; early imprints in the archives; the value of a \$10 bill issued by a private bank dated 1851; what records

relating to women's activities and especially to Berthea Dix could be listed for the World Center for Women's Archives; illustrative material for the record of civilization vault of Oglethorpe University; valuation on manuscripts (not our policy to give such valuations); repair of manuscripts for certain libraries; copies of early records relating to certain counties and towns holding centennial celebrations; biographical records of two early Illinois ~~XXXXXXXXXX~~ diplomats sent to Latin America; precedents and briefs for ~~XXXXXX~~ election contests in the General Assembly.

Routine reference requests for the period January 1 to November 1, 1938 have been as follows:

**923 Corporation Records**

- 8 Correspondence (Secretary of State and Governor)
- 52 Securities Department Cases
- 110 General Assembly
  - 5 Court of Claims
  - 10 Census
  - 84 Election Returns
  - 17 Certificates of Qualification
  - 33 Pardon and Parole Cases
  - 5 Anti-trust Records
- 150 Material Records
- 44 Trade Marks
- 15 Registration and Education Records (These records were placed in Departmental Vaults and will no longer be called for through the Archives Division Clerks)
- 4 Insurance Records (Also in departmental vaults now)
- 15 Accounting Department
- 6 Land Patents
- 70 Enrolled Laws
- 4 Miscellaneous Executive Files

**ILLINOIS STATE LIBRARY  
Archives Division**

	<u>Volumes</u>	<u>Drawers</u>	<u>Boxes</u>
<b>Inventory:</b>			
County Archives	39	4	
Governor			
Correspondence	45	2	164
State Treasurer	257	6	1
General Assembly	1571	200	3
Legislative Council		1	
	-----	-----	-----
	1912	273	168
	1860	2375	129
	-----	-----	-----
Grand Total	3772	26 48	29 7
		297	
		28 95	
Reference Library (Estimated)	500		

**The Catalogs:**

Card Catalog	Estimate	14, 525
Name Index		179, 841

**ILLINOIS STATE LIBRARY**  
**Archives Division**

<b>Inventory:</b>	<b>Volumes</b>	<b>Drawers</b>	<b>Boxes</b>
<b>Secretary of State</b>			
Enrolled Laws		75	
Index to County Laws	102		
Correspondence	776	648	
Election Returns	92	53	
Constitutional Conventions	40	1	
Court of Claims		49	
Corporation Dept.	128	576	
Anti Trust Dept.	22		
Trade Marks		12	
Executive File	30	18	
Land Records		2	
Buildings, Monuments, &c.		3	
Miscellaneous MSS Reports	22	20	5
Notary Petitions		151	
Notary Bonds		145	
Commissioners of deeds		3	
Certificates of qualification		22	
Records of State & Co. Officers	66		
Internal Improvements	57	5	
Criminal Records	22	111	9
State Board of Contracts	24	4	
Accounting Dept.		42	
Bookkeeping & Accounting	138		
Bookkeeping	108	78	25
Shipping Dept.	43	2	17
Securities Dept.		308	
Census (State & Federal)	142		
	<b>1880</b>	<b>2375</b>	<b>129</b>

ILLINOIS STATE LIBRARY  
Archives Division

Report for Month of November, 1938

No new series of records were transferred to the Archives Division but we finished bringing in the bound reports of insurance companies received from the Insurance Department. Miss Hughes offered to make labels for the volumes, and as most are in bad condition as to binding, we are cellophaning them.

The Registration and Education Department and the Supreme Court purchased 50 cabinets each for their vaults. In addition to the variations from specifications of which I notified the Departments involved, the files purchased for the Supreme Court did not conform to the measurements for width and so much space is lost that when the vault becomes crowded they may have to be discarded, since one file in eight is lost. This is another argument against letting the departments make their own purchases. Their purchasing agents are not experts on files and there will be waste of space as well as inferior files in the departmental vaults.

The Superintendent of the Archives Division is taking for her major work this winter the bringing down to date of earlier studies on the history of the various state departments. Many years ago she made a chronological digest of laws relating to the various departments but this is not very satisfactory because it does not trace down the development of functions or their discontinuance, neither does it take cognizance of changes as the result of court decisions. The Annotated Statutes are very useful, but they do not deal with functions which have been discontinued and do not analyze functions of one department which may be embodied in an act primarily about some subject or another department's basic law. What I am trying to do is to reduce this mass of material into outline form citing references to every allusion to a department and its functions in the session laws and to cross index it. Such a basic knowledge of the history of these laws is necessary in evaluating the material offered for transfer to the Archives. At present these outlines for the period prior to 1848 are practically complete, though they may have to be revised as the work and skill in assembling material increases. For the period 1848 to 1917 there is a classified bibliography and for the period from 1917 to 1937 there is a bibliography on slips. The analysis of code amendments is ready for the typist and within the next week the bibliography for the period 1917 to 1938 will be typed. I cannot at present estimate how long this job will take, but starting with the more important offices I hope to complete at least one major department a month.

The Illinois State Historical Society held its annual Illinois Day celebration on December 2 this year, the birthday of the State falling upon Saturday, December 3. In honor of this occasion the Archives Division provided a special display in the Pope Room. Newspaper pictures and publicity resulted from this.

Dr. Louis Gottschalk, Chairman of the Department of History of



the University of Chicago, the speaker for the Illinois Day program, visited the Archives Building the next day and expressed a desire to cooperate with the State Library in establishing an archival training course at the University of Chicago. For over two years the University of Illinois has had such a course under consideration, but aside from Professor Theodore G. Pease there, who is a member of the Committee on Archival Training, and who wishes such a class, there seems little enthusiasm there and I think we may safely conclude that the project will not be pushed unless at the insistence of the Archives Division. Dr. Windsor is retiring as head of the Library School and cannot spare time to develop his end of the course and a study of the curriculum of the University of Illinois Library School indicates that it has disappointingly little to offer the archival student. The reaction of other archivists has been unfavorable to what they fear would be the dominance of library rather than archival ideas. The University of Chicago Graduate Library School, however, already has several courses which deal with archival subjects from a scholarly side and the History and Political Science Departments give those specific courses in bibliography and historical criticism which the archival student must have and which are scattered rather vaguely through the Illinois curriculum. There is no one in the country better suited than Pierce Butler to give certain of the technical work. The quarter system organization of courses also fits in better with internships such as are planned than the semester system. Students could take one quarter of preliminary work, then a quarter of practical experience, then another quarter of Chicago residence. In that way our heavy responsibilities on the apprenticeship side would not have to come during the hot summer months. The University of Chicago Libraries already has many of the scholarly scientific works on archival and allied fields which probably the State Library would have to purchase at great expense if the tie-up were with the University of Illinois. And finally, although Chicago is further away than Urbana, transportation facilities between Chicago and Springfield are infinitely superior to those with Urbana, resulting in much less wear and tear upon students and archivists having to go back and forth. I believe the University of Chicago connection should be made if possible.

Although there was no time for discussion at the convention program on archival training, I posed the question to most of the key archivists and raised the question in the Council meeting of the Society of American Archivists: If Columbia and the National Archives have their cooperative course in archival training is there need or room for another school at Illinois? The unanimous answer was yes. The persons felt that there is need for a diversification of experiment along archival training lines. The report of the committee implies that two types of training might well develop and Dr. Bomis said he had us in mind somewhat in writing the report. The National Archives is highly departmentalized and the frequent changes in its own organization indicate that it has not yet decided just what it wants to do or how to do it. Students trained for the National Archives will have to be fairly narrow specialists with more emphasis upon the scholarly side of their works. State archivists, on the other hand, are apt to be running one-man institutions, and their need a more generalized training and background and their major interests will be in the administrative

rather than the scholarly field. I do not think Dr. Bemis expressed this viewpoint very clearly in his report, but I think that is what he was driving at. At Professor Gottschalk's suggestion I am preparing a memo on the subject of archival training, a copy of which I will send you in a few days.

#### Reference Statistics:

##### Routine Calls:

Corporation records	102
Enrolled Laws	17
Securities Cases	9
Notary records	4
Pardon and Paroles	2
General Assembly	21
Trade Marks	2
Executive records	5
County offices	1
Land records	3
Election returns	8
Certificates of qualification	1
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	175

##### Special calls and correspondence:

36 copies of Catalog rules sent to 10 states, Canada and England, all on special requests

Copies of 3 letters from Gen. J. Adams to the Governor relating to the Winnebago war of 1827. To Ohio

Questions from an instructor at West Point and from Shelbyville relating to genealogy

Tax commission. Tracing of a statement in Dowrie's Banking in Illinois re payments on state stock after failure of bank.

Material on organization of Williamson county, such as petition, first election returns, etc.

History etc. (a questionnaire) re organization of 8 county officers.

Samples of mending supplies to archives of Maryland and North Carolina.

Photographic copy of prospectus of an early Grafton newspaper, the Backwoodsman, sent to Mr. Mc Murtrie

Pardon papers on James H. Norris, co-defendant with Duff Armstrong. The Abraham Lincoln Association.

Exact date of commission given Abraham Lincoln in 1853 as a member of the commission on the Springfield donation to state house. None in law, no commission given. Also from the A. Lincoln Association.

Berger Manufacturing Co. asked permission to sketch our sliding shelves for inclusion in a current contract with the National Archives. (Imitation is the sincerest form of flattery?)

Respectfully submitted,

Superintendent,  
Archives Division

**ILLINOIS STATE LIBRARY**

**Archives Division**

**Report for Month Ending Dec. 31, 1938**

The Superintendent of Archives continued her work on the bibliographical index to state departments, 1917-1937. This goes rather more slowly than had been anticipated, because of the complexity of present day departments and also because the Superintendent has found very little time for the concentration needed. The following departments are completed: Agriculture; General Assembly; most of the independent agencies and commissions.

Dr. Harry E. Pratt, Executive Secretary of the Abraham Lincoln Association has spent almost all of his time in the Archives Division since the last of November. He is systematically going through the legislative files for items of Lincoln interest. Although all Lincoln items were presumably withdrawn for the special Lincoln file when the papers were sorted, Dr. Pratt has called our attention to about a dozen new items of Lincoln interest, found chiefly in the period after 1841 (end of legislative period). Of these probably the most important item is a petition protesting against the selection of certain lands for seminary lands, and signed by many of the New Salem population. These papers are now being photographed and detailed report relating to these discoveries next month. will be

Dr. Pratt has suggested the advisability of having our typed indexes to the Legislative Journal of the Lincoln period printed. These indexes for the House Journal cover seven sessions and an average of 180 pages each. They are very full and could perhaps be condensed. Proof-reading would be a maddening job. The indexes were done a number of years ago, as time permitted, and before publication I should want to do considerable back checking. Dr. Pratt has suggested that perhaps the Abraham Lincoln Association might be willing to publish them in condensed form. I doubt if they really would, but if they should be willing, what would be your attitude toward private Publication?

\$2.00 in bills found in unfolding 1910 notary petitions were turned back to the Executive Department.

The linoleum in the basement photographic suite is coming loose, and indication of water seepage. This condition was reported to Mr. Madson of the Architect's Office as soon as discovered (Jan. 9, 1939).

The Superintendent of the Archives Division attended the 53d annual meeting of the American Historical Association held at the Stevens Hotel, Chicago, December 29-30, 1938. Several affiliated societies, including the Society of American Archivists, met concurrently. The latter held a luncheon conference on Tuesday, December 29. Dr. James A. Robertson of Maryland presided and Dr. Robert C. Brinkley of Western Reserve University gave a stimulating paper on "Strategic Objectives of Archival Policy".

The Illinois Archivist sat at the speaker's table and participated in the discussion which followed. Many favorable comments were heard about the Springfield conference. About 1000 persons attended A.H.A. Although the program touched little upon archival problems it was very interesting. The sessions on modern European history were particularly stimulating, being devoted to discussions of the background of current international problems by leading European and American authorities. Friendship with many historians from all parts of the United States and Canada were renewed and new contacts made.

Discussions with Professor Gottschalk relating to the establishment of the archives course were continued, also the matter was discussed with Professor Pease and with Dr. Buck who is giving the course at Columbia. Since the final arrangements will probably be concluded before this report is submitted, a further statement will not be made here.

Through the courtesy of the Historical Records Survey, the service of five more persons were made available to the Archives Division early in December. These persons were set to work filing some of the unfiled Secretary of State's correspondence. This is a slow and tedious job as it involves reading enough of each letter to secure the key word. (We file corporation correspondence by company not attorney or office signing the letter). All the 1900 correspondence was filed and part of the 1901 by January 1st.

The Superintendent of the Archives Division spent over two hours at the Chicago Office of the Historical Records Survey on December 27th. Questions relating to differentiation between the work of the Archival Inventory and the Historical Manuscripts Survey were discussed in detail. It was decided to do the archival inventory first and the Survey later from the other inventory. Mr. McNamara who was to do the survey is to make a rough calendar of the contents of some of the at present unlisted historical manuscripts, starting with the Governor's correspondence. This work will be done under the immediate supervision of the Superintendent, and will be of considerable value in our reference work.

The Clerk of the Supreme Court and the Department of Registration and Education purchased new filing cabinets for their departmental vaults. These were purchased on competitive bids and though good cases do not in all respects conform to our own specifications. The most serious complaint is that the cabinets are too wide, resulting in a loss of 2 cabinets to each bay of the Supreme Court vaults. The drawers do not operate as easily as ours. These defects were pointed out in a letter to the departments a copy of which was also sent to the Kawman and Erbe Company. The Department of Public Health purchases Art Metal Shelving for the Division of Vital Statistics, but will also erect old shelving for the free standing units. This is going to require some rearrangement of the wiring and the purchase of some new Nollephane fixtures. Who is to bear this expense?

The furniture company has taken care of everything now except a defect in the umbrella stand which has been called to its attention. All furniture ordered is now here.

Respectfully submitted.

ILLINOIS STATE LIBRARY  
Archives Division

January 9, 1939.

Superintendent

## Statistics

### Routine Calls:

13	Notary Bonds and Petitions
52	Corporation Reports
15	Corporation Index Cards
2	Pardons and Paroles
18	General Assembly Records
5	Election Returns
4	Executive File
45	Enrolled Laws
12	Securities Records
1	Secretary of State Correspondence
5	Trade Marks
3	Land Records
2	Certification of Qualification
3	Election Contests (General Assembly)
4	Session Laws
3	Illinois (Legislative) Reports
3	Legislative Journals (Printed)
2	Blue Book
1	Governor's Correspondence
4	Bank Records (early)
1	Notes on State Capitols
1	Fund Commissioners' Records

**Correspondence:**

- 8 Requests for Copies of Catalog Rules**
- 1 Old Age Assistance Records**
- 3 Genealogy**
- 1 Advice on containers for manuscript collections, Dr. Harriether, Department of History, University of South Carolina.**
- 1 Records re Senator Jesse B. Thomas of Illinois for the years 1818-21. From Glover Moore, Mississippi State College.**
- 1 Kansas State Historical Society, asking names of commercial firms doing crepeolin repair work and archival binding.**
- 2 Photographic Copies of Documents**



## ILLINOIS STATE LIBRARY

### Archives Division

REPORT FOR JANUARY, 1939

February 9, 1939

Archives School. A tentative agreement has been reached between the University of Chicago and the Illinois State Library for cooperative work in archival training. Miss Rogers and I met with representatives of the Department of History, Political Science and the Graduate Library School at a luncheon held at the Quadrangle Club, University of Chicago, Tuesday, January 10, 1939. Professor Louis Gottschalk, chairman of the History Department of the University presided. These present expressed themselves as favorable to the following arrangements:

The University of Chicago will count towards the doctor's degree in History for students specializing in archives the following work:  
3 fields in history (chiefly American), 1 field in political science (chiefly public administration), and 1 field in archives (sponsored by the Graduate Library School).

The Illinois State Library will offer an annually each spring a three months' internship in archives, which shall consist of lectures on archival technique and practice work. Prerequisites shall be one half year's work in history beyond the Master's level, in an Illinois University; courses in historical method and bibliography and certain courses in archival theory, bibliographical forms, public documents, etc., under the direction of Dr. Pierce Butler of the Graduate Library School. The Illinois State Library to offer no compensation to internes nor to charge tuition.

This conference was preceded and followed by correspondence with Professor Gottschalk. The History Department was to make recommendations on January 31 to the Dean of the Graduate School and no announcements are to be made until the Dean has approved the recommendations. If approved, announcement will be made in the University of Chicago Catalog for 1939/40.

### Building Miscellany.

Grating was installed around the entrance to the Pent House and in the freight elevator vestibules leading to Departmental Vault corridors on the seventh to twelfth levels inclusive.

The water cooling system for the Photographic Laboratory is partially installed.

The plumber was involved in the Capitol Building Mechanics' strike in January. The electrical contract involved has only just been let.

The linoleum in the Photographic Suite has become loosened. This was reported to the Architect as soon as discovered. He made an inspection and stated that the difficulty was due, not to water seepage, but to improper laying. The contractor was notified to make repairs but has not done so.

The Staff Passenger Elevator at the east end of the building continues to give trouble. At the suggestion of the Otis Elevator Co. maintenance man a notice was posted limiting the size of the load to 8 passengers. The company's capacity statement in the elevator says "1800 lb." This has not particularly helped the situation. Mr. Parby is keeping after the company and the trouble will be rectified.

Glass tops were purchased for the desk and tables in the Archivist's office. Silver lamps (only one has been delivered) for the end tables and a large vase have been added.

Reference Work. Routine calls from State Departments.  
for the month of January were as follows:

Corporation Reports	69
Corporation Cards	4
Corporation Correspondence	1
Corporation Register (volume)	1
Notary Petition	1
Notary Bonds	13
Trade Marks	8
Swamp Land Records	2
Executive File	3
Certificate of Qualification	2
Enrolled Laws	18
Pardon and Parole	2
Securities Closed Cases	14
Brokers' File	9
Election Records	29
Land Records	1

General Assembly Records	40
Reports	2
Census	2

Reference Work: Hughes Room, other than State Departments.

Dr. Harry E. Pratt, Executive Secretary of the Abraham Lincoln Association spent most of his time during January making a systematic search for Lincoln material. As a result of this work seven new Lincoln items have been added to our special Lincoln collection. The most important of these are three petitions to the General Assemblies of 1826/27, 1828/29 and 1832/33 which between them furnish signatures of practically all new Salem voters. Photographic copies of these records were presented to the Abraham Lincoln Association which already has copies of all other Lincoln items in the Archives. Our Lincoln items are filed in a Man-a-save unit kept in the safe, and duplicates placed in the regular files.

Ten other outside persons from Springfield, three other Illinois towns and Kansas, used the Reference Room during the month, several returning more than once. One call involved the use of swamp land records by a county surveyor; one was interested in "freak laws" (referred him also to Mr. Billman who is preparing repeal bills); several were interested in genealogy. One question involved an explanation for the failure of the Blue Book to list Attorneys General between 1848 and 1867.

Mail inquiries were received from Illinois, Indiana, Montana, Iowa, New York, Washington (State), South Dakota and Mississippi. Several related to social security records. All inquiries are referred to the U.S. Census Bureau at Washington, which has made an index of 1900 census records which are acceptable as substitutes for birth records.

Several requests were for genealogical information. Since the State records contain little material of genealogical interest, it is our policy to search only in our Name Index, unless a specific question involves a specific census record. We then refer the inquirer to the State Historical Library. County records are the archives desired by such persons.

One graduate student at the University of Illinois asked for records of the Banking Committee of the 1870 Constitutional Convention, which we do not have. The student had already consulted the Constitutional Convention Journals and newspapers.

A College Professor from Mississippi wanted material relating to Senator Thomas of Illinois, relating to the Missouri Compromise of 1820. Some legislative material was found for him.

An Attorney from Terre Haute wanted copies of the Indiana-Illinois boundary line commission report. This Mr. Scott was influential some years ago in getting the State of Indiana to rehabilitate some of the boundary stones.

Dr. Kuhlman wrote asking suggestions for his A.L.A. program on Archives and Libraries.

The above are samples of the type of questions which come in. They are included in the report to permit you to answer the frequent questions as to who uses the Archives and how.

Photographic Copies. Twelve photographic copies of records were given to four serious students. All would have been more quickly and just as satisfactorily supplied by photostat. Mr. Hanson is enlarging our microphotographic copies of the Index to Enrolled Laws (8 vol.) in the Index Department. Copies of this index are necessary both in the Index Department and in the Archives.

Catalog Sales. Eleven copies of the Catalog Sales were sent to the state of Arizona, California, Massachusetts, Missouri, and New York and to Manila, P.I., on written request. E. W. Wilson and Co. have listed this publication in the Pamphlet File. Most requests now coming in are from municipal reference libraries.

### Transfers of Records.

The Vital Statistics Division of the Public Health Department purchased shelving for its Departmental Vault. 4000 volumes, chiefly Cook County vital statistics have been authorized to be transferred. Without authorization our grating which happened to be on that floor, was placed between each bay. I have notified Dr. Woodruff to remove the same before the rest of the books may be brought into the vault.

The Supreme Court records, 1820-1906 are now in Departmental Vault 8 North, in files purchased by the Court. The records are left folded but put into legal size filing cabinets.

Eventually the Clerk of the Supreme Court intends to have them unfolded. At present he is putting them in new jackets and checking the inventories furnished by the U R S, with workers assigned to Mr. Pitkin, assistant to the Marshal, who is supervising the work. We are very glad that these records have not been put into our custody because of the very large number of files discovered to be missing. The files are very brittle and if not repaired within a very few years they will be totally destroyed.

Insurance Department, Securities Division records, 1933-34 transferred by permission of Mr. Madelman, who has charge of the allocation of space in the Governor's vaults.

The Shipping Department has been assigned space in Departmental Vault 12 West and has filed there election precinct records and printing requisitions 1933- date (?)

Printed Documents. The inventory of public documents has been completed. Copies are being brought to the Archives building from Room 531, State Capitol, and from the basement store room of the Shipping Department. Three sets of each are being separated for use by the Archives Division. One set is to go into the permanent file of archives which is to contain one copy of every document published by the State; one set in the Archives office and one set (a duplicate to save wear and tear) in the Archives reference library.

Inventories. The Historical Records Survey during the month of January issued the following volumes:

**Knox County**

U.S. Department of Agriculture. Records in Illinois. 2 vol.

U.S. Department of Commerce. Records in Illinois

One line Inventories of State archives have been filed to date as follows:

**Supreme Court**

Finance Department

Public Health Department; Vital Statistics Div.

Insurance Department

Registration and Education Department

**State Treasurer**

Superintendent of Public Instruction

Mines and Minerals

Tax Commission.

Records of the old Board of Equalization, the whereabouts of which were unknown to the Tax Commission have been located in the Auditor's office, back to 1886. Earlier ones have not yet been located. This is one of the valuable features of this Survey-- the discovery of supposedly lost documents.

#### **Public Welfare Department.**

Very few records antedate 1930, although there should be exceedingly valuable correspondence and records of the old State Charities Commission and its predecessors. I suspect these records may have been destroyed in the Arsenal fire. Mr. Blood says Mr. Bowen has opened to him all vaults and storerooms so far as either of them knows. Am checking with Mr. Bowen.

The following departments have not yet been entered by the Survey:

#### **Department of Public Works and Buildings.**

The Division of Highways furnished me with a brief inventory several years ago.

The Division of Waterways has exceedingly valuable records, especially the old canal records at Lockport. There is a movement, I understand, to erect a museum there and to keep the records in that. What would happen is obvious-- the "interesting" records would be displayed and the rest either destroyed or packed away in a box to rot or be pilfered. I feel very strongly that these records should be here. At one time I even got the then Director, Mr. Cohn, to promise to ship them to us before he retired, then a part of them were subpoenaed by a court and not released until after he left.

#### **Department of Agriculture.**

#### **Illinois Commerce Commission (?)**

The Survey workers are now inventorying the State Archives vaults. This is proving very valuable to us because it is a check for accuracy against the shelf list inventory made at the time of moving into the building. The detailed description on their forms will also be helpful to Mr. Wetherbee in cataloging.

The inventory of Illinois public documents taken by Survey workers in Room 831 and the basement storeroom of the Shipping Department, under the direction of Mr. Wetherbee, has been completed. It is now being typed by the MRS. As soon as the typed copies are turned over to us, Mr. Wetherbee will abbreviate the titles and edit the work for mimeographing.

Mr. Mc Namara of the MRS who has been making the inventories of historical manuscripts has begun a much needed calendar of the Governor's correspondence. This correspondence had been bound and calendared to 1831. Mr. Mc Namara has now calendared the papers to about 1860. At present a handwritten copy of the appropriate section of the calendar is placed in each folder. Later cards will be typed.

State Department Bibliographical Index. Indexes for session laws 1917-37 are in progress. The following departments were completed in January. General Assembly, Governor, Secretary of State, and Departments of Labor and Registration and Education.

The Abraham Lincoln Association is interested in publishing our indexes to the General Assembly Journals for the Lincoln period, 1834/35-1840/41, in abbreviated form. Preparation of copy would involve considerable rechecking because the work was done some years ago as time permitted and subject to the usual interruptions which make for inaccuracy. Perhaps we can get M R S help in checking. I suspect the cost of printing will prove prohibitive and that nothing will come of the proposition..

Repair Work. Mr. Macdonald has been busy most of the time the past month in the Receiving Room so has had little time for repair work. He repaired one sheet of the U.S. Catalog for the General Division. He is working as he gets time on early census volumes. All of these are in bad repair. By having the sheets crepelled here and then sent to the binder, we are saving hundreds of dollars, and Mr. Macdonald's work is superior to that of Hertzberg who has done the work in the past.

Indexing of Census Records. Two and part of the time three M R S (including Mrs. Dill) are indexing census records. Last month 7849 cards were added to the Name Index. This represents several months typing, however, as for a time there was quite an accumulation of proofreading to be done. To date the following census records have been indexed,

1810 All

1820 All state and the photostatic copy of the federal census

1836 Fayette, Fulton Co. (All extant)

1840 Calhoun, Champaign, Clark, Clay, Coles, Crawford, Effingham, Fulton, Lawrence and White.

Cataloging. Recataloging of the archives proper under the new rules has not yet been started. 172 cards were added, chiefly for reference books added and legislative journal analyticals. 137 cards have been added to the M R S inventory checklist.

### Miscellaneous

\$5.00 in currency found in unfolding old notary records was turned over to the Executive Department from which the records came.

Hugh Manly, one of the janitors was injured and his ear demolished in an auto accident just before Christmas. Several weeks later he fell on the ice and cut one ankle badly and torn the ligaments. He has been confined to his home for two weeks.

Two building committees have visited the building recently. One group was from Kenosha, Wisconsin where a new court house is being built. I suspected they were representatives of one of the rejected bidders on catalog cases, but they seemed chiefly interested in vault equipment, asking many questions. Mr. Redden brought in a New York architect and several professors from the Entomology Department of the University of Illinois, all interested in the new Natural History Building at Urbana. Their primary object was to see our cleaning and fumigating equipment.

Exhibits. New exhibits were placed in the Museum in compliment to the General Assembly. One cabinet shows how a bill progresses through the General Assembly and the records kept by the legislative clerks. Two cases are filled with documents illustrating, in a popular vein, some of the topics under discussion in the General Assembly one hundred years ago. This latter exhibit was described for Illinois Libraries

Respectfully submitted

ILLINOIS STATE LIBRARY  
Archives Division

Superintendent



# ILLINOIS STATE LIBRARY

## Archives Division

### Report for February 1939

Miss Rogers and I spent the week of February 19-25 in Washington, D.C. On February 23 and 24 we attended the Second Convention of the Inter - American Bibliographical and Library Association, which held its meetings at the Pan American Union, The National Archives and the Raleigh Hotel. Although the program contained one session on archives in Ottawa, Mexico and Panama the papers were not particularly enlightening because in no instance was the speaker the archivist in charge. Dr. James P. Kenney of the Dominion Archives at Ottawa did not arrive in time to give his paper in its proper place and summarized it at another session.

Dr. Kenney described a project on which he has been working at intervals for a number of years. He is preparing a guide to the Quebec archives which will detail the various categories of archives kept under each phase of Canadian administration and attempt to give the location of extant archives either in original or in copy in various archives of Europe and America. This was of particular interest to me because of my own preliminary studies of Illinois government aimed at an historical treatment of departmental functions resulting in archives.

Friday morning session on the general subject, "Libraries", was chiefly devoted to a discussion of a proposed exchange of library books of general cultural interest with South American countries. The address of Mr. G.A. Schwegmann, Director of the Union Catalog, Library of Congress, "Photographic Reproduction of Library Cards," was of particular application as the work of our own photographic laboratory. Mr. Schwegmann described his experiments looking towards a speedy and economical method of reproducing catalog cards for union catalogs or inter-library exchange. A major problem has been to get a simple and inexpensive one-process reproduction of black on white with sufficient contrast.

The most important result of the trip came from work done at the National Archives during the week. Miss Rogers and I spent Monday morning with Dr. Connor, archivist of the United States. Chief topics of discussion were drafting of civil service requirements and archival training, both in-training and formal university courses. The National Archives is about to go under civil service and is experiencing difficulties similar to our own in securing professional personnel without much to work upon in the way of reservoir of trained or experienced archivists. The problem of assistants who cannot be paid salaries sufficient to attract persons of doctoral rank, which is the present level of archival training, was discussed, but no conclusions reached.

The question as to the place of the library school in archival training was also discussed.

Later in the day Miss Rogers and I spent considerable time checking on new equipment. We were particularly interested in the laminating process. Unfortunately Dr. Kimberly, head of the Repairs Division was out of the city. Mr. Harris, however, promised to send specifications and prices. We both feel that present equipment used in the department there is still crude and too expensive.

I especially examined the humidifying vault which has been equipped since my last visit to the department. I liked this except that it seemed to me that the carrying of heavy stainless steel trays to the mangles is <sup>inconvenient</sup> sufficient. I should think a truck equipped with the trays could be wheeled in and out of the humidifying vault. Better yet there might be some sort of conveyor system similar to tray-veyors used in restaurants and hospitals. I suppose it would be too expensive, but I am wondering if a steaming unit could not be put on wheels and placed beside the mangle. At any rate for efficiency the mangles should be closer to the humidifying vault. The National Archives is having difficulty with the aluminum paint peeling off the walls of the vault. If we built a vault in the present WPA mending room, using present glazed tile walls, I think we would avoid this trouble.

The National Archives is using G E mangle (roller type) for flattening records. We noticed that the pads on the rolls were scorched and saw some evidence of scorching on a few papers. Whether or not this was due to a careless operator, the question might well be raised as to whether papers which have been folded and become brittle, can stand sufficient heat for proper smoothing by this process. Unquestionably it is the cheapest and simplest device on the market for the purpose, and probably for the mill run of records its use would be satisfactory in the hands of a discreet operator. On several occasions here we have used our photo dryer for flattening papers and found its slow passage at a low temperature more satisfactory than a mangle would be. Since constant use of our dryer for such a purpose would soil the cloth on the drum, rendering it unfit for photographic use, we should not use the Pak-ho Dryer unless we get a second dryer for exclusive use in flattening documents. I recommend, however, the purchase of a mangle equipped with a temperature control.

Neither Miss Rogers nor I is satisfied with present laminating machinery nor the process itself, in its present state of development, though impressed with its future possibilities.

I noticed that the National Archives is repeating a mistake we made when we first started manuscript repair - namely, it is flattening embossed seals. With the crepelime process such seals can be protected, but with the laminating process they are lost. As such impressions frequently have historical significance this preservation is important.

During our stay in Washington I spent every possible minute at the National Archives. I discussed archival training with Dr. Buck who is giving the seminar at Columbia this year; cataloging with Mr. Russell, chief of the Cataloging department; and classification and terminology with Dr. Mill, chief of the classification department. I spent several days with Mr. Trevor, of the Reference Department, checking bibliographic and browsing through the literature on archival technique on their shelves. I also discussed problems relating to the Society of American Archivists with the Secretary, Dr. Brooks.

Dr. Buck tells me that he goes to Columbia each Saturday for a two hour session. The first semester he devoted to the history and organization of the major archives and libraries of Europe. This work was partly lectures, partly student papers on the subject. The second semester will be divided about equally between a study of similar institutions in the Americas and lectures on archival theory and technique. The course is an elective in the Graduate History Department at Columbia and has no prerequisites other than those for other graduate students in the department. In scope the first three quarters of the course seems to be about the same as Dr. Butler's present courses 336 (History of Libraries) and 336 (History of Books in Manuscript), with more emphasis upon archival institutions. No organized archival apprenticeship course is offered. I feel more strongly than before that Illinois has something to offer in the matter of archival training which will be well rounded and truly professional. I think at present we shall have to draw upon the resources of both the University of Illinois and the University of Chicago for instruction, as neither has all that our students need. The curricula proposed to us by the Graduate History Department and the Graduate Library School are strong in most phases but admittedly weak in Cataloging and in Government documents in which the University of Illinois is strong. I propose for my part to limit my work during the Internship training to technique and craftsmanship. This and other questions relating to archival training will be discussed in separate report article upon which I am now working.

Owing to Mr. Russell's absence from the city until Saturday I had little time to discuss cataloging problems with him. On forms of entry we are pretty much agreed, having worked together in committee on this subject. Both of us are pretty much unsettled as to subject heading problems. Mr. Russell says the Library of Congress subject headings are too simplified. He has found H. W. Wilson headings much more satisfactory. This company is planning to bring out a list of its subject headings and copies should be purchased for us as soon as this is issued. Meantime, it would be helpful if we could have any old non-cumulative issues of Wilson publications which the State Library can spare.

Dr. Hill and I discussed the unfortunate friction which seems to be growing up between librarians and archivists, or perhaps more accurately put, the morbid fear on the part of older archivists that library trained persons will take over archives and without comprehending the true nature of archives, violate the principle of provenance which is fundamental to prevent chaos. Dr. Hill and I are agreed that the basic difficulty between archivists and librarians is a matter of terminology - both use the same terms to mean different techniques. When an archivist talks of cataloging and classification he means something quite different from a librarian using the same term. Series for instance, means a cataloging unit to the archivist, a collection of units to the librarian. Dr. Hill has coined the term "archimon" as a substitute for archival "series". He is also concerned with the fact that we use the term "archives" not only both as a noun and an adjective, but also to mean the place where records are kept, the records, themselves, and a technique.

Dr. Hill also raised the question as to whether the National Archives should continue the publication of its classification schemes. I suggested the analogy with the Historical Records Survey inventories of county records. The first two or three proved of little practical value to me when I was working on our revised catalog rules. As more and more were issued, however, I found them increasingly useful because from a broader picture of the various cataloging problems displayed I was able to make truer generalizations. Classification comprises two steps. (1) the relation of departments and sub-departments to each other and the effects of changes in departmental organization upon the keeping and organization of records, and (2) the relationships of the series to each other within a given office. I am approaching classification through the first point of view through my studies in departmental organization. Dr. Hill is approaching the subject through the second point of view.

One of my chief purposes in asking permission to visit Washington was to do bibliographical work in the National Archives. The Archives Division which until it left the Centennial Building depended upon the other libraries in the building, now needs to build up a working reference library. This can be kept to a minimum except for books needed for quick reference. Categories of reference books for the Archives have been previously reported upon. Because of the distance between the Library of Congress and the National Archives, it is necessary for the latter to build a large reference collection (50,000 volumes), so I got less help from this angle than I had hoped for.

Most of my time was spent checking through their bibliography on archives. They have a very complete bibliography of all books, articles and periodicals published by or about archival establishments. This is on 8- slips and fills one deep catalog tray (about 18 inches of material). I found this bibliography weak on archival technique, partly due to the fact that each division chief is making his own technical bibliography so the Reference librarian is doing little but analyzing such periodicals as Library Journal.

I did make notes on foreign publications which cannot readily be obtained from our bibliographies here. I spent one afternoon dipping into some foreign publications on archives chiefly French publications since I read French without a dictionary and could cover more ground.

**Report on Work of the Archives Division  
for February, 1938.**

**Records transferred:**

**Departmental Vaults**

**Secretary of State. Executive Dept.**

1938 records were transferred to Departmental Vault 12 N 12-13. There included Notary bonds, trade marks, requisitions, certificates of qualifications, etc. No more records will be received for the Archives proper (except Vetoes Bills) until 1949.

Pardon and parole records and receipts were checked by Mr. Wetherbee and Mrs. Nelson prior to turning back to Executive Department. These are in 12 N 16-19.

**Department of Registration and Education.**

After consultation with me, Mr. Rudelman, who has charge of allocations of space in the Governor's vaults, authorized the transfer of about 35 drawers of applications covering the years 1909-34 to their departmental vaults.

Their application for permission to transfer their complaint file was, on my advice, turned down as being borderline records.

They asked permission to transfer old ledgers and registers but without submitting a list. After discussing this with Mr. Barrett, Chief Clerk of the Department of Registration and Education the Department decided not to transfer these records to the departmental vault pending further discussion within the department as to the advisability of depositing proceedings of boards and registers antedating 1917 in the Archives proper. No decision has been reached on this point so far as I know.

**Secretary of State. Front Office.**

Days 12 N 14-15 were allocated to the Secretary of State's Private Office, the keys taken off the Master key, and all keys turned over to the Private Secretary.

Correspondence antedating 1933 already in the Archives and later correspondence has been transferred to this vault. These are the only keys not under the custody of the Archivist. This transfer of keys was approved by all concerned as a safeguard for Private Office records. It is not anticipated that other keys shall be taken off the Master key. Receipt for keys from Private Secretary Mary Warren is on file.

Appellate Court, 4th district.

Mr. Robert Conn, newly elected clerk, applied for space in the Departmental vaults. This application was rejected because this court is regional and not statewide in scope. Mr. Conn was told that records would be accepted for the Archives proper under the Rules and Regulations governing transfer of such records, but decided such a transfer would be impracticable.

#### Records Transferred

#### Archives Vaults

Bookkeeping department Vouchers 1934-36.

Mr. Richardson is considering the removal of all bookkeeping and accounting records less than 10 years old to a Departmental vault. I favor this for a variety of reasons, chiefly because of the more exact placing of responsibility for financial records relating to my superior officer, and largely because these vouchers, being duplicates, are not true archives. Pending present legislative investigations it will probably be expedient to leave such records where they are at present.

Corporation Dept.

1936 corporation reports, "Not for Profit" corporations. Owing to the practice of filing together all reports relating to one corporation, it seems expedient to keep the semi-current corporation department records in the Archives vaults, permitting withdrawal by requisition. A change in this practice would require an increase in the staff of the Corporation department. A bad experience 8 years ago with tampering with corporation reports for tax reduction by a corrupt corporation department employee (who served a prison sentence for same) makes Mr. Margrave anxious to have these records where there can be more control over them such as we give.

## Public Documents

Duplicate public documents of Illinois from Room 531 and Shipping Department have been inventoried and are being brought for temporary storage to the 2d floor of the Special Vault. Three copies of each are sorted out for the use of the Archives: one to go into a permanent archive file, to the archivist's private office, and the other to the Reference Library.

The WPA State Library Binding Project is rebacking the volumes in attractive colors. The volume for the archive file will be cellophanned and left in its original binding as a matter of record.

## New Furniture and Equipment

Rest Room Furniture.

Women's: Day bed, table, chair, mirror, lamp.

Men's: Easy chair, table, 2 chairs, lamp, Old wicker couch transferred from Women's to Men's room.

Folmer Graflex Photorecord Camera and accessories.  
Camera defective; recalled by manufacturer.

A form letter respecting requirements as to equipment for departmental vaults was written and the first letter taken to the Supreme Court.

## Archives Building

South wall at levels 6-8 (especially 8) admitted considerable water during a driving rain February 18 and 19. Architect inspected same and notified contractor. Nothing has been done about this or two other matters reported; linoleum coming loose in Photographic Laboratory and defective door into Museum.

Our mesh screens erected in Vital Statistics Departmental Vault without our permission removed.

Mesh doors at tunnel entrance to building installed.  
These are locked whenever the outside door is locked, namely, at night, week-ends and holidays.

Extra set of plumb access doors keys made. We had only 2 sets; plumber misplaced 1 set, so had a 3d set made for safety.

Copy of plans sent to Texas State Library and to University of North Carolina library, by request.

## Publications:

Revised catalog Rules, 1938, were remimeographed in an edition of 508 copies (making a total of 1003 copies) Nearly all of the original 497 copies have been

given out since last October. 6 copies were sent out in request during February.

An illustrated article on the Illinois State Archives Building, written by the archivist, appeared in the February 1, 1930 issue of Library Journal.

Calvin O. Smith

Director, Illinois State Archives

Springfield, Illinois



## Cataloging for Archives Library.

It has been decided that the State Library cataloging division shall catalog reference books (exclusive of Illinois documents) ordered for the Archives Division). A copy of the catalog cards stamped "Archives" shall be filed in the State Library catalog and a duplicate set sent to the Archives with the books. Additional cards to fit the Archives catalog headings, if needed, will be typed by the Archives Division. The shelf list will be in the State Library Cataloging Division.

## Indexing.

739 name cards have been added in February. Mrs Dill and Mr. Shyne were busy at other typing most of the month.

Mrs. McFadden has started to sort and index our newspaper clipping file on state government.

## Staff

Miss Julia Macpherson, typist, resigned, effective March first. She was loaned to the collections Department the last two weeks of her stay. A farewell reception with refreshments in her honor was given in Miss Rogers' office.

## Historical Records Survey.

The number of workers assigned to the Archives was reduced to six : Mrs Dill, acting as secretary to the archivist, Mr. Hildebrand and Mr. Templeton who have checked in the Public Documents coming in and inventoried them , Mr Shyne, typist, and Mr. Shutt and Miss Taylor, file clerks.

## Archives Law

A report on suggested amendments to the archives law was made to Miss Rogers on her request. In view of work now in progress by a joint committee on uniform state laws and the Society of American Archivists working on a general record law, it seems advisable at this time to revise only the laws dealing with the administration of the Archives Division and its powers and duties in relation to the transfer of archives. My suggestion that the 1907 law relating to local records be repealed met with opposition on the part of other institutions. Amendments to the Archives Division law will presumably be included in a proposed new State Library bill.

## Inventories

The Historical Records Survey has turned over copies of the following inventories of State departments.

Mines and Minerals.

The following Illinois inventories have been published during the month:

Knorr Co.

U.S. Depts. of Agriculture (20); Commerce

On checking the inventory for the Department of Public Welfare it was discovered that practically all extant records date from 1930 and later. I called this to the attention of Director Bowen, asking him if earlier records could have been destroyed in the Arsenal fire. Mr. Bowen replied that he did not think the Department had a storeroom in that building and professed ignorance as to the fate of the records. The 1909 inventory published by Professor Pease listed a number of records of great interest to the history of early state institutions and care of defective and dependent classes.

### Reference Work

#### **Correspondence and Research Calls:**

From Chicago: Mrs. Hubbs, writing a history of Williamson County: Check on spelling of certain names in 1818 census.

From Brighton, Iowa. Graduate student, interested in Mormon music and history of "Newveo University". Unable to find that there was such an institution. Referred her to Historical Library.

Several letters concerning possibilities of redemption of early Illinois bank notes by State.

Research Division of State Tax Commission: Early school District records. Mr. Draper spent two days here selected material and had a typist here about a week. Later looked up records on Kaskaskia commons.

Secretary Hughes: Thinks a resolution was passed by the General Assembly of Illinois in 1836 or 1836 favoring a railroad between Fort Dearborn and East St. Louis which would cut traveling time to 42 hours. Mr. Butler and I spent the better part of two days on this question and were convinced that no such resolution was ever passed either in the Illinois General Assembly or Congress. I found a reference to an engineer's statement dated 1836, about cutting travel time from Boston and New York to Chicago to about 60 hours. I am convinced that if such a resolution were passed it would have been in the Internal Improvement Convention held at Chicago in the summer of 1836. Mr. Margrave asked Mr. Angle to have the newspapers searched in this case.

Mrs. Lees searched for a new Lincoln story. I suggested writing up the newly discovered signatures of New Salem residents, but she did not think this appropriate.

She finally wrote an article of what Lincoln and the the House of Representatives were doing on his birthday in 1839.

**Genealogy.**

**Social security records. 1 letter**

Mr. Isaac Diller, of Springfield, a page in the 1863 General Assembly, wanted to know the rate of his pay and to see records of that session.

"Front Office": Was George J. G            ever a member of the General Assembly. No.

Representative Greene of Chicago (31st. district) studying "political swings" through election.

"Bill" Day of Illinois State Journal used session laws 1839-41, presumably for a Lincoln birthday story.

**Genealogists. 2.**

J.E. Levine: Black laws of Illinois. Trying to trace legend that Illinois coal was discovered by fugitives slaves hiding in caves along Ohio river. Referred to Alexander County history in Historical Library.

**Reference Work**

**Routine Calls:**

- 3. Securities Division
- 1 Corporation Correspondence
- 14 Corporation Index Cards
- 68 Corporation Reports
- 13 Election Records
- 24 General Assembly records
- 36 Enrolled Laws
- 2 Certificates of Qualification
- 5 Trade Marks
- 6 Census
- 5 Notary bonds

Respectfully submitted,

ILLINOIS STATE LIBRARY  
Archives Division

Superintendent.

ILLINOIS STATE LIBRARY

Archives Division

Report for March, 1939.

The work of the Archives Division was routine in nature the past month, indicating that it is now well settled in the new building. The following items are arranged miscellaneously, much in the order in which they appear in my office diary.

Personnel. Miss Julia Macpherson, typist, resigned effective March 1st. Mrs Anita Reeder was appointed to the position. As Mrs. Reeder operates a stenotype machine she was assigned to a desk in the Secretary's office. Both Mrs. Dill and Mrs. Reeder take dictation from Mr. Wetherbee and me, and when not doing copy work for the Superintendent's office they are indexing census records. Mrs. Reeder is certified as a stenographer, but took the preliminary civil service examination for senior head stenographer held March 25th.

All Historical Records Survey workers under our supervision have been transferred except Mrs. Dill, Mrs. Taylor, Mr. Hildebrand and Mr. Templeton. Mr. Shyne was transferred April 6th. Mrs. Dill is acting as Secretary to the Superintendent, Mrs. Taylor is filing early Secretary of State's correspondence, and Mr. Hildebrand and Mr. Templeton are helping check in Public Documents. Mr. Shyne has been typing census index part time, folders and miscellaneous the rest of the time.

Mrs. Nelson, assisted by Sarah Ursini, a NYA girl, has been filing cooperation reports half a day, and taking the desk half a day. While at the desk she has been revising the filing in the Name Index.

Mrs. McFadden, has been proof reading on the departmental bibliographies and census record. She also spends half a day in the Reference Room. She has also been sorting newspaper clippings preliminary to indexing them. Part of the time she has had assistance in clipping and pasting from one of the Historical Records Survey workers.

Mr. McDonald has spent practically his entire time as head of the Receiving Room. Richard Ship, an extra janitor, has been transferring and cleaning records and documents.

Mr. Wetherbee, has devoted the major portion of his time to the checking of public documents. Departmental bibliographies of session laws, 1917- to date are progressing slowly, partly because of lack of time and partly because this period is proving unexpectedly difficult and complex.

The following were completed during the month:

Department of Public Instruction; Lieutenant Governor; Illinois Aeronautics Commission; Attorney General; Civil Service Commission; Department of Public Health. Several other departments are partly finished.

The inventory of session laws was completed and six copies having been taken out for State Library use, and a list of surplus copies for distribution by exchange or gift compiled. Six copies are reserved: one copy in its original binding goes into the Archives file in the Special Vault, one to the Archives Reference Library, one to the Superintendent's office. Except where we hope to find better copies, all laws in the Reference Library were rebound some years ago. Those copies going into the Superintendent's office, except where in good condition, are being rebound in blue imitation leather with tan buckram sides. Fortunately these did not need resewing but rebacking only. Other colors will be used for Journals and Reports, adding greatly to the attractiveness of the room. Judge Paul Farthing of the Supreme Court is particularly interested in helping with this project and has contributed about 25 volumes, receiving in return approximately 10 volumes.

Visitors. A large number of persons have visited the Archives Building. While the Superintendent cannot of course take time to escort many persons through the building, this is an excellent means of propaganda and a certain amount of time can be spent this way, most profitably. The following groups visited the Archives Building during March:

14 Vocational and Rehabilitation Division nurses on March 3.

21 members of the Normal Women Voters Legislative League, brought by Professor Nell Waldron. I gave a short lecture on archives as well as a tour of the building. March 29.

Mr. Joseph Borton, Chief Draftman in charge of architectural work on the Archives Building, now living in Chicago, paid his first visit since we moved into the building. He was delighted with the beauty of the building and anxious for criticism. Mr. Noble chief engineer, and several other members of the State Architect's office, now designing the DeKalb Normal School Library, have made a number of visits to check upon library construction and to get suggestions.

Dean Roy D. Matthews of Lewis Institute, Chicago, and old schoolmate, brought 3 of his History Seniors on March 3. These boys seemed so interested and asked so many questions that Dr. Matthews proposes to bring his whole American History class next year.

Dr. Pierce Butler of the Graduate Library School of the University of Chicago spent March 22 in conference here. He said he had not before grasped the significance of American archival work, being familiar only with foreign archival establishments which to him seemed just historical agencies. He plans to revamp his courses somewhat, but will depend upon us to give most of the strictly archival training.

Negotiations for cooperation between the Illinois State Library and the University of Chicago having been completed and ratified by both sides, an announcement of the archives internships was prepared for the Illinois issue of Illinois Libraries.

A series of articles entitled "Archives and Libraries" is being prepared for Illinois Libraries. This is intended to clarify some of the misapprehensions between archivists and librarians relating to archival work. Each describes one phase of archival work from the viewpoint of similarities and dissimilarities between the two techniques. Articles prepared to date discuss the difference between the two types of institutions in general; classification and cataloging; inventories, calendars, indexes and other records of holdings. Future articles will discuss public documents from the archivist's point of view, reference work, etc.

Mesh doors. Mesh doors now screen off the following places: Tunnel entrance; freight elevator entrance to departmental vault corridors; pent house. An ornamental bronze grill shuts off the Reference Library permitting opening of doors for ventilation. A colonial wig stand, used as a flower stand, has been added to the Reference Room, and three mahogany waste baskets matching the desks delivered as a part of the furniture contract.

Transfers. Secretary of State. Front Office correspondence

Securities dept. Brokers files etc., transferred to Departmental Vault 12 E.

Springfield newspapers transferred to Archives from State Library stocks.

Corporation index cards (3years)

All public documents except the reports of individual departments have now been transferred to the Archives from Room 831. These reports are now being transferred. All session laws, journals legislative reports, Supreme Court reports, revised statutes to 1800 have been transferred from the Shipping Department. As the Blue Books are now being sent out Mr. Brown has requested us to suspend moving operations from his office temporarily. About 4000 volumes were removed from there.

Revised regulations for keys to Departmental Vaults, providing for obtaining keys and passes from Reference Desk, went into effect April 1st. No janitor service within Days is to be given without supervision by the Department.

The Pardons and Paroles file, formerly in <sup>the</sup> Archives, having been checked, was turned over to the Executive Department of the Secretary of State, along with our "out" file. Miss Rogers and I discussed with Mr. Hughes certain problems relating to administration of these records, due to the fact that the Pardons and Paroles Division wished to keep these records in its Departmental Vault. Miss Keeler, formerly chief clerk in that office, now a clerk in the Secretary of State's office was called in and advised that legally all such records are Governor's records for which the Secretary of State is by law the recording officer. Although the Division of Pardons and Paroles has been set up to advise the Governor in such matters, he is not required to follow their advice nor even to ask it. The necessity for a seal to protect the Secretary of State from failure to receive back all documents taken out for temporary use was discussed and a tentative procedure worked out. The Archives Division is not to service records in any of the Departmental Vaults, including those of the Secretary of State.

The Catalog Sales for Archives Material, issued last October in an edition of 500, being practically exhausted, was reimagined in another edition of 500. 4 copies were mailed out during the month, including one to Italy and one to the Philippines.

Records called to our attention:

Collection of early Illinois newspapers in Auditor's office.

Plans and specifications for the present Capitol Building, the only known copy, found in Auditor's vaults.

Miscellaneous items:

Harlow heirs. A letter was received from Mrs. Whitacre, of Montclair, New Jersey, a daughter of George Harlow, commenting upon the dedication of the Public Catalog Room to the memory of her father.

The Superintendent of the Archives Division was notified of her appointment to the committee:

Society of American Archivists. Membership on Cataloging and Classification Committee, under chairmanship of Dr. John S. I. Anderson, assistant to Dr. Luther H. Evans.

American Historical Association. Chairman of Special Committee on Archives, a sub-committee of the Committee on Historical Source Material, under the general chairmanship of Herbert A. Kellar, director of the McCormick Historical Association.

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Other members of the Special Committee on  
Archives are as follows:

Francis S. Philbrick, Professor of Law, University  
of Pennsylvania (and founder of the Legal History  
Society)

Arthur H. Evans, National Director, Historical Re-  
cords Survey.

Ervin A. Davis, Archivist, Louisiana State Universi-  
ty.

Edson J. Buck, Director of Publications, The National  
Archives.



On Tuesday March 23 I attended the regional library conference at Edwardsville. I spent the morning at the Madison County Court House. All three courts-county, probate and circuit - were in session and the only county official I was able to see was Mr. Norbert Mott, the County Clerk, who was unable or unwilling to talk with me. I tried to explain about our plans to microfilm earlier county records of historical interest, but he coldly remarked that he saw no use of duplicating the work of the Historical Records Survey and told me the Survey workers would be able to tell me more about the possibilities than he. I had a cordial reception from Miss Edna Feldner, the Survey worker, whom I found copying on the typewriter an 1812 County Commissioners Proceedings volume in bad condition. She told me that the records were in poor condition, poorly housed, and that she was copying the earlier ones at the request of the County Clerk, presumably with idea of saving wear and tear on the original. She did not feel free to take me into any of the vaults and by that time Mr. Mott was in court and unavailable. I then visited the Madison County Historical Society where I found Mr. Charles Ellspermal, a WPA supervisor of a newspaper indexing project. He could give me no information about records, public documents, etc. The Museum seemed to consist chiefly of archaeological specimens, chiefly arrow-heads, and most of the volumes I saw in a small bookcase seemed to be U.S. ethnological and geological reports, with a few Illinois histories. Mr. Ellspermal had been approached by county officials to start an index to local school records, this index to be used primarily for old age assistance data. Madison County officials are partly Democratic and partly Republican. As nearly as I could make out, they are opposed to WPA and resentful of any State interference in their work. I feel confident, however, that we can get Mr. Hanson in there a little later, if the matter is handled correctly. It will probably be advisable for Mr. Hughes to write a personal preliminary letter at the appropriate time.

### Microphotography and Archives.

This week I had a stimulating two hour conference with Mr. Kerrins president of the Record Registry Company of Indianapolis. Although this conversation took place in April I am recording it here while it is still fresh in my mind. Mr. Kerrins has been working with county records commercially for ten years, and I have found him the best informed man on the subject of the application of microphotography to archival problems. Mr. Kerrins began his work by compiling copies of land records for abstract companies. He is now copying county records on an insurance basis. You will remember my allusion to that phase of the work in my A.H.A. paper last year. I stated that the state archives would want copies of ~~any~~ records the county officials would probably not insure while the counties would want to insure many modern records in which the state archives has relatively little interest. Mr. Kerrins views on microphotography in archives are as follows:

- 1). Mechanically it is now possible to go ahead as the major problems in microphotographic technique have been solved. For an ordinary volume of works our Photo Record Camera will prove satisfactory. It will not hold up for extensive field work. (This is in line with Dr. Raney's statements).

2) The application of microphotography to the reduction of the bulk of current or semi-current records, such as is proposed by the Sales Tax Division is questionable. The advantages are that the storage space is reduced and that the danger of loss through misfiling or failure to refile documents temporarily withdrawn is minimized. Film is inconvenient for quick and frequent reference because:

a) Reference is slow. To consult the original file one consults labels to find the correct drawer, opens it, glances at guides and folder headings and in a matter of records removes the document desired. If the same record is on film one must consult an index to get the number of the film, go to the film vault, condition the film before putting it in the projector, load the projector and run perhaps 175 feet of film to spot the document, then rewind the 175 feet to prepare it for use next time. There is also the eyestrain connected with constant use of a projector.

b) If one wishes to use several documents for comparative purposes the only practical way to make enlargements, otherwise one has to change film and run hundreds of feet of film backwards and forwards.

c) New documents can be inserted into the file only by splicing. This requires constant rearrangement of film index numbers. For instance, it is important to the Corporation Department, when it wishes to pull a corporate charter from the files, also to notice supplementary documents affecting that charter, such as changes in capital stock, mergers, dissolutions, amendments to charter and by-laws. Splicing might raise legal questions as to the authenticity of the documents.

I asked who bought the International Filmbook Corporation's patent on the Stroboscopic Index for scanning documents quickly. Mr. Kerrins did not know, but I think it was probably Eastman. He says experiments are now being made with movie sound track symbols for a selector device corresponding with the statistical punch selector. This may partially solve the scanning problems.

The chief applications of microphotography to archives are the insurance against loss and the use by the historian or research worker who wishes to work slowly through the records for items on which he wishes notes. In other words, our program for copying county records for their historical use is a proper one.

Most of the difficulties experienced so far by persons purchasing film copies. Mr. Kerrins attributes to the lack of a carefully thought out program. One must know exactly the use to which the records will most frequently be put before filing or arranging the order of the series, because the file is fixed in microphotography. We tend to think too much in terms of individual documents photostated cards which we can arrange after the picture is made, Mr. Kerrins thinks. Particularly each volume copied should be preceded by a certificate signed by the official in charge of the record, that the following is a true copy of the original; if not the original, complete data should be included as to the time, circumstances, etc. under which the original was transcribed.

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Mr. Kerrins suggests that we keep our Leica set up and take copies of every document which leaves the archives vaults for use outside the building and that the film copy be placed in the folder until the return of the original. It would take only a minute to do and would safeguard against complete loss if the document was not returned. This would apply to Enrolled Laws and other Secretary of State's archives temporarily removed. By keeping the Leica set up we would not interfere with the regular work of the Photo-Record. To make this practicable we would probably have to have the Leica set up in the Archives vaults and train the Reference attendant to take the pictures.

Mr. Kerrins has as yet done no photographing in Illinois counties, but has contacted a large number of county officials and has some definite premises of jobs. He has encountered a marked "states' rights" attitude on the part of county officials of Illinois. Indiana has a system of assessments and accounting which brings the county under complete control of the State Tax Commission financially. Ohio is gradually extending a similar system. The Illinois Tax Commission is believed to be working towards the same end, and Illinois county officials are very suspicious of anything they may construe as an attempt at State interference in county affairs. He warns me that we shall have to be very tactful in our attempts to start our work.

Mr. Kerrins is planning to use the trailer idea in publicizing his work. He has recently been filming records in Lebanon County, Ohio. New historical material on Red "Athens" Wayne's Indian campaign which culminated in the treaty of Greenville of 1794 came to light almost immediately. His photographer generally had an audience of at least 10 persons all the time he was working. So much public interest was aroused that the county officials on their own initiative asked Mr. Kerrins to deliver a public lecture and demonstration on microphotography, held in the circuit court room.

## Reference Work.

### Special reference work. ( Sample questions)

1. Attorney for New York Central railroad of Cincinnati, right of way of old Central Branch Railroad.
2. Letter from Clarinda, Iowa, relating to value of an old \$5.00 bill issued by a defunct state bank
3. Attorney tracing history of Chicago and Aurora Railroad.
4. Request for a sample ballot before 1891. Found facsimile only.
5. Dr. Pratt, Secretary of Abraham Lincoln Association several inquiries, such as Lincoln's pay while a member of General Assembly, also asking criticism on his article as same; Lincoln's day by day attendance in General Assembly; study of State Treasurer's Receipt books for Lincoln items.
6. Mr. Frank Stevens, historian of the Black Hawk War, verifying some of his references.
7. A chiropodist who was studying the history of the medical and dental practice acts for use in connection with a lobby against a chiropodist's practice bill. (Information readily found in my index to state departments)
8. Manuscript for an atlas on Illinois taxing units, by Dr. Draper of State Tax Commission, submitted for criticism.
9. Wire from Chicago office Tax Commission for information settling a dispute over date setting present Wisconsin-Illinois boundary.
10. Photographic copy of act incorporating the town of Ashton, by a newspaper editor, transmitted by Senator Dixon.

# ROUTINE REFERENCE CALLS

ENROLLED LAWS	18.
CORPORATION	26
SECURITIES	17.
ELECTION	12
VOUCHERS	1
COURT OF CLAIMS	1
GENERAL ASSEMBLY	17
RESOLUTE	1
TRADEMARK	6
PARDON AND PAROLE	6
ROCKIN'S FILE	4
NOTARY BOND	3
CERTIFICATION OF QUALIFICATION	1
GENERAL INDEX	1
REASON LAWS	7
CHURCH RECORDS	2

Cataloging and indexing:

14 Archives Cataloging cards.

1,500 Name Index cards.

ILLINOIS STATE LIBRARY

Archives Division

REPORT FOR APRIL 1939

The bibliographical - index to laws relating to State departments from the beginning of Northwest Territory, 1787 to date has now been completed. The attempt was made to include every allusion to State departments, including appropriations and general laws administered by them, to be found in the session laws. For convenience in compiling the index the work was divided into periods:

Northwest Territory, 1787 - 1801.  
Indiana Territory, 1801 - 1809.  
Illinois Territory, 1809 - 1818.  
Period of First Constitution, 1818 - 1848.  
Period of Second Constitution, 1848 - 1870.  
Period of Third Constitution, 1870 - 1917.  
Under Civil Administrative Code, 1917 ---date.

This index fills 2 volumes of correspondence size and 10 volumes of legal size loose leaf binders. Under each period the departments are arranged alphabetically under the exact name of the department at each date. Changes of name or repeal of enabling statutes are indicated. Under each departmental heading items are grouped under functional headings, usually corresponding to divisions in the department.

For the period before 1848 the laws have been analyzed, permitting a comprehensive outline picture of the development of governmental functions. Administration of the function prior to the department's taking over the function is also indicated. Eventually this analysis will be brought down to date elaborately crossed indexed, with references to court decisions affecting administration. Meantime this index to session laws, being arranged under functional groupings, permits a quick reference to pertinent laws.

Another volume, compiled some years ago, analyzes all laws relating to lands at one time owned by the State.

The Historical Records Survey presents a brief historical essay on each county office in the Introductions to its County Inventories. In addition the Chicago office is compiling a more detailed study of county government modelled after our State compilations.

Such a study of the history of government has numerous reference uses. From an archival point of view it is basic, because it permits us to know what records were supposed to have been kept and for what periods, to be used as a checklist against extant records as shown by the inventories. It also permits the archivist to construct a preliminary classification system in advance of the receipt of the archives, thus fitting them together logically as he could not otherwise do. The National Archives is making similar compilations for the use of its Classification Department.

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At least one graduate student, Mr. Clark, a protege of Prof. Fairlie of the University of Illinois, is doing a thesis on the development of State regulation of the professions, using our index to the Department of Registration and Education as the skeleton. The Chiropradists' lobby has used the same index during this legislative session.

The new Regulations for entrance to Departmental Vaults went into effect Monday, April 3d. Until such time as a full-time elevator-watchman is available, departmental clerks sign for their keys at the Reference Desk. They sign duplicate cards, which are time stamped for taking and return of the keys. The duplicate copy is given to the clerk on return of the key, as his receipt. The original is filed in the Archives Division for reference by department heads.

The early criticisms against the strictness of the Rules and Regulations have evaporated, at least so far as department heads are concerned. The Department of Registration and Education has introduced a more rigid inter-office control for access to its vault. Clerks are issued passes by their division heads for each visit to the vault. Instead of filing the signatures of those clerks authorized to go to the vault, the Department has filed the signatures of division heads authorized to issue passes. This will ensure that no unauthorized clerk has an opportunity to visit the vault for an unauthorized purpose. This is particularly for the protection of the applications for professional licenses. Our janitors do not clean in this vault.

The Division of Vital Statistics has sent us the signatures of four or five clerks authorized to go to their vault, but are arranging their work so that the clerks visit the vault only on certain days of the week. They are cleaning their own vault, I believe.

The Insurance Department wants our janitors to clean their vault, signing in and out like their clerks.

56 copies of the Archives Catalog Rules were given out in April. Of these, 43 were issued to the University of Illinois Library School students and 9 came through Wilson's Vertical File Service, each request from a different State. Mr. Anderson of the Shipping Department sends these out, we typing the labels.

~~Visitors. Miss Mc Mahon, librarian of the De Kalb State Normal School has visited the building once, Mr. Romeis the business agent of the school twice and various members of the State Architect's office a number of times, relative to the remodeling of library stacks at the school. They were primarily interested in our stack construction but especially impressed with our stack and workroom lights.~~

~~The University of Illinois Library School visited the Archives Building on Monday, April 3, at 4 P.M. Forty three students and their instructor were shown through the building. No large groups visited the building during the month. Mr. and Mrs. Glasier, the State Librarian of Wisconsin, were taken through on April 27th.~~

Building and Equipment. The Architect's office has made a number of inspections of the leaks in the tunnel and the south wall. Mr. Hodsdon says the entire south wall will have to be repointed and waterproofed, also that some of the stone on the facade needs repointing. The tunnel leak is at the joining of the tunnel to the building. Mr. Hodsdon says the guarantee had expired before the leaks began to show, but he is trying very hard to get the contractor to do the right thing. The contractor has made a personal inspection. He will prepare a memorandum on this matter for Mr. Hughes as soon as he gets a definite answer from Mr. Johnson.

A new stainless steel top for the cleaning apparatus was installed about the middle of April.

The Camera Shop loaned an Argus Reading Machine for trial use. This is now in the Photographic Laboratory. Eventually I think we will need to purchase this machine.

The furniture in the Archivist's suite and in the Reference Room has been rearranged to give a greater sense of spaciousness. The most notable change was to move the two flat topped tables from the Reference Room to the space between the niches in the Public Catalog Room. This gives better lighting on the Reading Machine for which the Reference Room is too light.

Mr. Hodsdon brought over a crayon tray to be affixed to the blackboard. He thinks by dealing directly with Mr. Wallace, the manufacturer, he can get a telephone table made to match our furniture for perhaps \$25.00. He suggests that you discuss this with him (Mr. Hodsdon).

County Records. Mr. Blood reports that Fayette County wishes to deposit certain records here. I am dubious because about ten years ago the Board of Supervisors invited me down to Vandalia and offered us all the early records. Many I had shipped to Springfield, but the attorneys and abstract companies, abetted by some of the county officials raised such a clamor that other records such as early commissioners' records, marriage records, circuit court records, etc., which the Supervisors wished to give us, had to be left behind. I wonder if it might not be advisable for a letter to go out over Mr. Hughes' signature, saying that he has heard that the county is desirous taking steps for the better preservation of certain of its older records, and suggesting that although the State Archives Building was designed primarily for deposit of State records, he will be glad to cooperate with county officials wishing to deposit records in the State Archives.

Mr. Angle has just turned over to the Archives certain records just acquired from Morgan County which was about to destroy them. These records have just come from the Receiving Room and are not yet inventoried. Mr. Angle says they contain poll books, tax lists and schedules, tax books, county order books, petitions and bonds, from the organization of the county to 1860. A further report on quantity will be made later.

Some time ago Mr. Angle also sent over about a drawer full of Fulton County records which came to light when the H.R.S. inventoried his manuscripts.



I am still somewhat uncertain as to the proper procedure with respect to county records, but inclined to believe that the approach by way of photography should precede any other general campaign. I fear the county officials will refuse to permit us to photograph records if they suspect this to be a prelude to a campaign to get originals. You may have noticed a recent newspaper advertisement calling for the people to unite against attempts of the State to get control of local taxes. We have this County versus State friction with which to contend. On the other hand, there are scattered evidence of a disposition to destroy records or to give them away. I have thought of a booklet description of the Archives Division of the State Library, similar to the one issued in 1932, but appealing to county officials. The new building might be the excuse. The "What the Archives Building Means to You" sort of thing.

Meantime I have instructed Mr. Hanson to make enlargements of the first volume of the Sangamon County Commissioners' Proceedings. This I shall index and would like to bind it and leave it out in the Reference Room with a sign inviting people to examine it. In other words, we need a campaign to show people what county records do contain. Perhaps if there is time before Mr. Hanson leaves we can get up an exhibit for the Museum on this theme. Something on the order of "If your court house should burn down tonight, how would it affect you?" Another feature would be interesting county historical items. Perhaps we can exploit some county's centennial that way.

Accessions. The Executive Department were authorized to put certain photostatic copies (bound) of important records (notably Proclamations) in their Departmental Vault. Although violating our rule against duplicates, these copies are intended to prevent wear and tear on originals, as well as tampering, and are the copies shown the public by the department.

Election returns for the 1938 elections have been deposited in the Archives by the Secretary of State's Index Department.

The Registration and Education Department has moved into its Departmental Vault, about 50 drawers of records relating to applications for professional licenses. These are exactly the type of records for which the vaults were designed—records on which the professional life of thousands of persons depend, which must be protected against physical hazards and against interested tampering yet which have to be consulted frequently in the course of departmental business.

Mr. Elsner has been delegated by Mr. Rudelman to take charge of allocations of space in Governor's vaults. Mr. Elsner seems to have a proper conception of archives and he always consults with me before authorizing the transfer of any departmental records. He thinks it advisable to go slowly in the matter of transferring correspondence lest the vaults be overcrowded with correspondence and more important records not provided for. He has recently refused permission to two departments to bring over more correspondence files pending completion of the H.R.S. inventories.

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Recently the American Pioneer Guild held a meeting in the House of Representatives honoring Mary Todd Lincoln and Mrs. Lottie O'Neil (first woman member of the Illinois General Assembly). At this meeting Secretary of State Hughes was presented with a recording of Governor Fifer's voice made July 4, 1938, giving his recollections of Abraham Lincoln. Mr. Hughes turned this over to the Archives and the box has been placed in the upper right hand corner safe.

### Reference Work

#### **Routine Reference Calls:**

- 31 Corporation Index Cards.
- 48 Corporation Report.
- 5 Securities Cases.
- 11 Enrolled Laws.
- 6 Notary Public Records
- 6 Trade Marks.
- 9 Election Records.
- 6 General Assembly Records.
- 2 Secretary of State Correspondence.
- 4 Executive File.
- 2 Court of Claims Cases.

#### **Other calls as noted from Reference Desk Slips.**

- 5 General Assembly Bills.
- 2 Governor's Correspondence, 1827.
- 3 Session Laws.

Governor Tanner's correspondence searched for a letter concerning marking of Confederate Graves at Rock Island for U.D.C.

Research work by Mr. P. Clark, a University of Illinois graduate student, on State Regulation of Professions; several calls from Dr. H.E. Pratt of the Abraham Lincoln Association; checking on complete lists of county officials by the H.R.S; 5 genealogical inquiries answered by mail; 3 in Reference Room; several inquiries answered by phone; about 10 mail inquiries. This has been the lightest month on reference work since we moved into the Archives Building.

Routine reference calls are seasonal.

Two new Lincoln documents were discovered. One is a letter dated April 4, 1860, addressed to Gov. Bissell, recommending Charles J. Beattie of Livingston County for Prosecuting Attorney for the 20th district, signed by Jno. H. Scott, W.H. Hanna and A. Lincoln. Lincoln signed in pencil and Dr. Pratt says a pencilled signature is very rare. The other is a letter from County Clerk H.W. Matheny to Governor Bissell giving notice of Lincoln's notice declining to accept the office of Representative to the General Assembly to which he was elected Nov. 7, 1864. A photographic copy of each was given to the Abraham Lincoln Association and another copy replaced the original copy in the files. The original, has been added to the Lincoln volume.

Original Copy 3475

Microphotography. Dr. I.M. Labovitz of the State Tax Commission was given a copy of pages 85-199 of the first volume of State Treasurer's Receipts, 1818-21.

A photograph of Elias Kent Kane, author of the first State Constitution was copied for us and for the Historical Library.

The 5 volumes index of the Enrolled Laws (original in Index Department), <sup>has been</sup> enlarged for our use.

Mr. Hanson spent most of his time experimenting with timing, etc. of the new Photorecord Camera.

Copies of Catalog Rules. 57 copies were issued, 43 of which were given to the University of Illinois Library School students. 9 requests were sent through the H.W. Wilson Vertical File Service. Copies went to 9 states.

Visitors. Forty-two students of the University of Illinois Library School accompanied by an instructor, visited the building on April 3d.

Mr. Glasier, State Librarian of Wisconsin, accompanied by Mrs. Glasier visited the building on April 27th.

98 persons from 8 states signed the register in April. Of course it is impossible to say how many visitors failed to sign. Mr. Hughes' daughter, Mary Elizabeth and a school mate were among our visitors.

Miss Mc Mahon, librarian and Mr. Romeis, business manager of the De Kalb State Normal School came on April 24 to consult about stacks and lighting for the remodelling of their library stack room. Mr. Romeis came one other time during the month. Various members of the State Architect's office have consulted me from time to time on various technical points in relation to that job.

President Fairchild of the State Normal University at Normal also was taken through the building and discussed matters relating to the new library there.

Mr. Hammond, the State Architect, brought in Mr. Blessing, a Chicago photographer, who took color pictures of the Reference Room, Public Catalog Room, Museum, first floor mural, Archives Vault and Archivist's office. Mr. Hammond is preparing an article to appear in the Architectural Forum.

N.Y.A. 5 N.Y.A. helpers have been working for us since April 17. Of these Sarah Ursini has worked here for a number of months. She has been helping Mrs. Nelson file Corporation reports, etc. Two boys have worked under Mrs. Mc Padden's direction on the clipping file. The others have been unfolding and filing Notary records under Mr. Wetherbee.

H.R.S. 4 workers have been assigned to us. With the exception of Mrs. Dill, who is acting as secretary to the Archivist, <sup>including</sup> all have been filing Secretary of State correspondence. 2 of these <sup>young</sup> began work April 17 and one April 27.

document

Staff Work. 23 volumes of H.R.S. inventories were cataloged by Mr. Wetherbee. 112 catalog cards prepared by the State Library Catalog Staff and filed in our catalog. At present these cards for the reference collection are filed separately.

No report is made this month on the census indexing because the typist were busy at other typing and none finished his volume so that the cards could be proof-read.

Mrs. Nelson has been filing the Corporation cards and checking "Out" requisitions.

I attended the regional library meeting held at Galesburg and visited the Knox County Court House. None of the County officials were in at the time I called so I said nothing about our plans for photography. I did see some of the records in the County Clerk's and Recorder's Offices. They have no vaults, the records being ranged along the walls, the bound records on sliding shelves. I did not see any of the storerooms, but the records I did examine are in better condition than in any court house I ever visited. The volumes were well bound, correctly arranged, clean, and there was a general sense of order and a businesslike atmosphere. Except for a few early records lost when the county seat was transferred from Knoxville, the records date from 1828. The deputy county clerk states that his files are practically intact. Although county officials are all Republicans and therefore theoretically not in sympathy with the State administration. I have a feeling that we could probably get Mr. Hansen into this county among the first, even though it was not among the first twenty-five counties. The inventory has been published.

Use of Conference Room The Automobile Department has used the two Conference Rooms on several occasions. Mr. Forsyth and his secretary occupied the first floor room for doing some confidential work early in April. Mr. Nash and Mr. Forsyth used the second floor on April 18 for a conference on pending legislation. Mr. Colgan, State Director of the Historical Records Survey used the first floor room for a conference with some of his supervisors on April 27th.

Pending Legislation. The following bills of interest to the Archives are pending in the General Assembly. HB 401, 402, 403, 404, prepared by the Commission on Uniform State Laws and introduced by Mr. Woodward on March 7; and SB 425, sponsored by Secretary Hughes and introduced by Mr. Ward on April 26, 1939. The title of these bills are as follows:

- HB 401. An act to secure the attendance of witnesses from without a state criminal proceedings.
- HB 402. An act concerning official reports as evidence and to make uniform the law with reference thereto.
- HB 403. An act concerning the proof of statutes of other jurisdictions and to make uniform the law with reference thereto.
- HB 404. An act concerning business records as evidence and to make uniform the law with reference thereto.

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SB 425. An act to amend Section 1 of "An act to provide for the better preservation of official documents and records of historical interest", approved June 9, 1897, as amended. Amendment adds "the Archives Division of the Illinois State Library" to the list of institutions authorized to accept deposits of local records.

I should have preferred a repeal of this law and an insertion of words authorizing the transfer of local as well as State archives as a section of our State Library law. Opposition developed on the part of other authorized depositories, so this bill was the only possibility. The present laws do not authorize the State Library to accept legal custody of county archives, though it has been the policy of the Historical Library to deposit such records with us. The only exception to this policy was that the Historical Library retains certain Sangamon County records because of their Lincoln interest.

Progress of H.E.S. inventory of State archives. All State departments have been entered except the Department of Public Works, Agriculture, Conservation and the Commerce Commission. The Commission is to give formal assent to starting work there at its meeting this week. On account of their preoccupation with legislative matters, Mr. Flood has not been able to make arrangements with the directors of the departments named.

I think we will be able to get all inventories completed before the first of July. The Auditor's office will be finished next week.

Public Documents. All documents, including those from other states, have now been moved from Room 531 of the State House. The lists of wants and duplicates for session laws have been mimeographed for circulation among libraries, and the lists of legislative journals compiled. 32 volumes of session laws, 21 senate and 21 house journals were sent to Representative Streeper of Alton for exchange. The Abraham Lincoln Association was given 1 copy of a house journal and 5 volumes of session laws of the Lincoln period, and will exchange any of their publications for them. Mr. Pratt has also furnished a list of volumes that are lacking in Governor Horner's library, but none of these have been issued to him, since this is on an exchange basis. There are still some volumes to come from the Shipping Department, but it is inconvenient for Mr. Brown to have us work there at present.

Respectfully submitted

ILLINOIS STATE LIBRARY  
Archives Division

Superintendent

ILLINOIS STATE LIBRARY

Archives Division

Report for May 1938

Staff Work:

Clippings relating to Illinois State Government have been mounted and filed to date with NYA assistance.

The calendaring of Governor's correspondence by Mr. McManara of the Historical Records Survey, has been resumed. The correspondence 1809-1831 and the Militia correspondence had been calendared some years ago. Mr. McManara has finished calendaring Governor's correspondence through 1849. The Historical Records Survey has offered to publish these calendars but cannot publish calendars for the entire series which ends in 1908. I have suggested therefore that with the Governor's Correspondence, Mr. McManara shall calendar two parallel series, the Executive File and the Fund Commissioners' Letters, thus giving us a calendar to our most important early executive records and that the published calendars shall cover the period prior to 1880. If time permits Mr. McManara will finish calendaring the later Governor's Correspondence even if that cannot be published. Name index cards have been typed for all names in the calendars prepared to date.

The Staff is concentrating upon getting all records now in the archives unfolded and refiled in permanent form as a preliminary to recataloging. The following series have been completed or nearly so; General Assembly through 1880, 1900 to date; Trade Marks; Notary Bonds and Petitions; Executive File;



Certificate of Purchase. Relatively few files now remain to be unfolded, the largest series being Fayette County records and Miscellaneous reports. We hope to complete this work by the end of the summer if the HRS continues.

I am unfolding and refiling the Governor's Correspondence myself. Because of enclosures and certain complicated filing it seemed best after trying out having others do the work, to do this myself. All are now filed through 1885. The series ends at 1905.

Mrs. Nelson has finished filing the corporation reports and cards received this year and has been checking all "out" charges to make sure that all documents returned have been checked out. Until the past year when we were otherwise too busy, we have made such a check annually and notified the department heads as to what documents are charged to their respective clerks. One of the difficulties of dealing with semi-current records is that many documents taken from the files cannot be returned or are returned somewhat later as a part of another later document. A periodical check-up, however, gives the department head a chance to check as to whether records should have been returned. The Corporation records are now the chief records which are not returned promptly. This is due to the fact that they are frequently held for months for purposes of litigation. Correspondence files are also difficult for the same reason, but since we are refusing to accept any more in the Archives proper until they are ten years old we expect no more trouble on this score. All the Secretary of States' departments are very cooperative about prompt return.

The Secretary of State's correspondence prior to 1915 came to us very crudely and in places entirely unfiled. Since such filing is slow, the old location for the files dark and inaccessible, and the calls infrequent, we had not been able to accomplish much refiling before getting the services of the NRS. This group of workers has finished filing the years 1898-1908 inclusive.

91 session laws, 44 house and 41 senate journals were re-backed in blue, red and green bindings, respectively, for the Archivist's office. The rebacking was done by the NPA State Library Binding Project and labelling by NYA help. These add greatly to the attractiveness of the shelves. The volumes were in very poor condition before being repaired.

534 cards were added to the bibliography on archives technique. This bibliography is being expanded to include all topics which may have to be dealt with in lectures before the internes. Some topics, such as photography, are included only if the articles refer specifically to its application to archival problems. Archives in printed form are included only to give select samples of editorial practice. The bibliography at the National Archives relates particularly to articles about archival establishments. The Illinois bibliography stresses methods. The most progressive literature on archives seems to be coming from Central and Eastern Europe, this due to the fact that the archivists of the countries created by the World War are dealing with relatively recent archives just as we are. "The American Archivist" and "Library Literature" give good abstracts of this material in unfamiliar languages.

The leading European archival periodical is the "Archivalische Zeitschrift" an annual volume issued by the Bavarian archives, with contributors from all over Europe. This was published at irregular intervals from 1876 to 1913, then suspended 1914-24. It was revived, with a new editorial policy in 1925, vol. 35. It would be desirable to obtain a set for the period 1925 to date. It is published at Munich by Theodor Akerman. I have not learned the cost of the set.

Document Exchange  
334 volumes of old session laws were shipped out to libraries requesting them from the mimeographed lists. Lists of wants and offers for House and Senate Journals have been prepared.

#### Transfers.

6 cases of Chicago insurance department records have been transferred to the Department vault on authorization from Mr. Nudelman.

Corporation index cards were transferred to the Archives. These cards are transferred annually, and consist of cards for dissolved corporations or cards superseded by fresh cards because the old ones are filled. They contain a digest of pertinent material from several series of records and are in frequent use.

Building and Equipment. A gate was installed at the Historical Records Survey entrance to the freight elevator.

The watchmen's clocks were returned to the manufacturer for the annual oiling, etc. Mr. Malley attended to this.

2 dollies were loaned to the Shipping Department on May 12.

The bill for a \$250,000 appropriation for completing the Archives equipment has not come out of committee, Mr. Hodges says.

Catalog Rules. 39 copies of the Catalog Rules were issued. Most requests coming in now are thru the Wilson Vertical File Service and are not from libraries having any real use for them. Several requests, however, have been from staff members of archival or manuscript libraries.

Illinois State Historical Society. I attended the annual meeting at Quincy on May 12 and 13. The meeting opened with a luncheon in the basement of the beautiful old Governor Wood residence, now the home of the Quincy Historical Society. The afternoon meeting was held at the same place and the banquet at the Country Club. On Saturday a pilgrimage was made to the old jail at Carthage and to Nauvoo. Lane K. Newberry, the artist who has done so much to publicize Nauvoo, conducted the pilgrimage. Dr. Frederick Smith, grandson of Joseph Smith and President of the Independence, Missouri, branch of the Mormon Church, also attended the meeting and added much to the interest of the occasion.

The program was exceptionally interesting, but as usual the conversations with old and new friends was what made the trip most worth while. I discussed the problems of local archives with several persons—a Quincy Judge (whose name I did not catch, but who was formerly a state representative), Mr. East of Peoria, Dr. James, Dr. Pease, two history men from the Carbonado Normal School, etc. Most of these men feel that local archives are a local matter and that there is little likelihood that the State will be allowed to take the originals. Mr. East is using his influence to get an archives department for Peoria County when and if the new court house is built.

The county officials are planning to insure land records through the Record Registry Co. of Indianapolis. No one seems to know the solution of this grave local records situation.

Mr. Curry, County Clerk of Fayette County, borrowed back the birth records deposited with the State in 1927, recorded them and returned them promptly.

#### Staff Notes.

Mr. Ransome Shutt, an NRS worker assigned to this division for some months, died on Sunday, May 28. He had been at work on Thursday.

Mr. Ingalls, the day watchman, was seriously ill in the hospital for two weeks. He is now able to work part time, though not at all well.

Mr. Hanson's sister-in-law died and Mr. Hanson was out several days on account of the funeral.

Mr. Mac Donald has returned from his vacation.

The Superintendent of the Archives Division has been appointed a member of the Program Committee for the Mississippi Valley Historical Association meeting to be held in Omaha in April 1940.

#### Photography.

Film and enlargements of the bill creating the Illinois State School for the Deaf was sent to Mr. F.S. Fancher of the School for use at their Centennial Celebration. Mr. Fancher endeavored to get a motion picture of the Museum Room in which this bill happened to be on display. I doubt if he got anything on account of the poor light.

Mr. Hanson has been making enlargements of volume 1 of the Sangamon County Commissioners' Record, to be used in publicity work in connection with the proposed filming of county archives.

The earliest sample of typing found in any State records so far is a letter from R.W. McLaughry, Warden of the Illinois State Penitentiary, to Dr. H.F. Carriell, Superintendent of the Jacksonville Insane Hospital, dated May 11, 1876. This is in the Governor's Correspondence for May 1876. As typewriters were first put on the market at the Philadelphia Centennial Exposition that year, this is a very interesting document. All letters are capitals, otherwise the effect is quite modern and the typing very accurate. Typewriters were not extensively used in State departments until the late eighties.

Visitors. 83 persons signed the Register in May. Two were from Missouri, one from New Jersey and the rest from Illinois. Only a small proportion of the number who visit the building sign the register. A surprising number of the visitors express keen interest in the work. The microphotographic work is the most striking and Mr. Hanson has shown a number of persons through his Laboratory, explaining our plans for filming county records. This is good preliminary publicity, I think.

Dr. I.M. Labovitz of the Research Division of the State Tax Commission, who is about to publish (thru the University of Chicago press) a history of State finances, has made several visits. He has found several corrections and additions through the use of our land index and departmental index.

A Mr. Lewis, an engineer came in to see the transcript of testimony, etc., of the Illinois Valley Claims Commission. He had photostats of the award on file in the Division of Waterways. We had nothing and none of my indexes or the legislative journals gave any clue as to the origin of the committee. We finally found through the Blue Book of 1923/26 a statement that Speaker Scholes of the House had appointed a commission comprised of three circuit judges to act as arbitrators in a series of damage suits involving property owners along the Illinois river and the Chicago Sanitary District. The appointment was made on April 24, 1923 without instruction from the General Assembly or other legal sanction, but the arbitration was acceptable to both sides. The Sanitary District does not seem to have the transcript of evidence and at least one of the judges is now dead. Mr. Lewis was going to contact these judges. I speak of this question, which had negative results so far as producing records, as an example of the type of questions we feel should quite properly be referred to us. We often do not have the records but can often aid in giving clues.

## Norway Archivist

Dr. Philes Asgaut Steinnes, director of the National Archives of Norway, Oslo, visited the Illinois Archives Building on May 25, 1939. Norway is about to erect a new archives building which will be approximately twice the size of the Illinois building. Dr. Steinnes was very much interested in our vault construction and equipment which he thinks better suited to his own requirements than what he saw in Washington. He took copies of our plans and other literature.

Naturally most of the conversation related to building and equipment requirements. The following random jottings as to Norwegian practice may be of interest.

Norway has a central government, provinces and communes, corresponding to our federal, state and county government, but with more centralization of control. On account of language difficulties I did not get a clear picture as to the amount of control exercised by the national archives over local archives. There is a national archives building so crowded that the latest records it has been able to accept are 50 years old. Five provinces have their own archives buildings. The law authorizes the national archives or the provincial archivist to force local officials to provide improved physical conditions for poorly housed archives. I asked Dr. Steinnes how the law was enforced and he replied, "We have the legal right but we really cannot make the local officials do anything because they have to appropriate the money. We just do what we can by tact and persuasion."



Most of the local records in Norway are poorly housed.

Up to the present the Norwegian National Archives has dealt only with absolutely non-current records. When the new building is completed it is planned to transfer immediately all records up to 1914 and in the future to require the various departments to hold back records for 25 years. Dr. Steinnes was very much interested in our departmental vaults. He is working on a plan which would require each major department to set up an archive department to care for its own records. The archivist would be trained in the National Archives and would use the same system of classification and arrangement as the National Archives, so that transfers made annually would result in a minimum of confusion. I asked whether these archivists would be employees of the National Archives or of the department. That question has not been definitely decided but probably they will be employees of the department. I asked how the National Archives could control appointments or their uniform archival practice if these archivists were not under him. He said that the point <sup>was</sup> now under discussion. He thinks there will be perhaps a law, certainly an understanding on such matters, but that since the money will be appropriated to the departments, they will have the final word. He anticipates no trouble from this point of view.

I asked about civil service, but Dr. Steinnes seemed vague as to what I meant by it. I inferred that appointments are made by the politicians but that salaries are low and that political pressure does not enter into personnel problems to any great extent.

His most serious problem is money. He has to present his budget annually and too much of his own time and energy go to efforts to getting it through Parliament. He is a History Ph.D. and all his department heads likewise. He was vague about the size of the staff and I did not press him upon the subject, for I suspect he thinks his staff small in American eyes. The National Archives has a reference library of about 50,000 under a trained librarian. He has a bindery in the Archives Building, which binds and repairs all documents. This department he considers the most important part of the Archives, and he expressed surprise that we do not have a professional binder in charge of repairs. Incidentally, he also uses the crepelin method of repairing. Clerical and typing work is all done by women.

He uses microphotography extensively for furnishing copies to scholars in lieu of note taking, for preventing wear and tear on originals and for making transcripts of records from Danish and Swedish archives for the period preceding Norwegian independence.

He spent little time in the Receiving Room since he had seen the similar equipment at the National Archives in Washington. He said three of the provincial archives have fumigators, but he isn't sure that he needs one, since he has no insect problem. This seems incredible.

Dr. Steinhilber was particularly interested in our filing equipment, and our reasons for using drawers. He has been using shelves. Unbound material is tied between cardboards, that tied in paper bundles, then stacked horizontally on the shelves.

This appears to be standard European practice. He prefers horizontal filing but thinks he can adapt it to steel drawers.

The fact that the Illinois Archives forms a section of a library surprised Dr. Steinnes who says that in Europe the archive is entirely separate from libraries and he thinks quite properly so. I tried to explain how this connection came about and why we have continued it here, and that the archives here are administered according to archival principles, but he insisted there was no proper connection between the two types of work. Our movement towards consolidation does not seem to have reached Norway.

400 Union St.

Chicago, Ill.

June 1944

## REFERENCE WORK

### Routine Calls:

- 1 Court of Claims
- 39 Corporation Cards
- 104 Corporation Reports
- 1 Corporation Index Volume
- 17 Enrolled Laws
- 10 Securities
- 21 Elections
- 4 Notaries
- 10 Trade Marks
- 73 General Assembly
- 3 Executive file
- 1 Certificate of Qualification
- 5 Census
- 12 Session Laws
- 1 Illinois Report
- 1 Penitentiary papers, 1830-60
- 1 Pardon papers, 1836-45
- House Journal
- 11 Other reference calls (by mail)
- 100 Volumes Insurance Reports and 40 volumes Insurance  
Department biennial reports (by Cook County Assessor's Office)

## Cataloging

Catalog Cards from Catalog Department, 107

Historical Records Survey Publication Cards 16

No report on index cards for May. Several thousand have been typed but have not been proofread and filed.

ILLINOIS STATE LIBRARY  
Archives Division  
Report for June 1939

Photographic Laboratory.

Mr. Hansen left Thursday morning, June 29th, for New York where he will take the course on Microphotography at Columbia University. We discussed the program for copying county records which he can use as an objective for study this summer. Tentatively we think the following procedure will work:

Mr. Hansen will go first into some county whose inventory has been published. This may not be one of the oldest counties, but should be one in which the county officials will be sympathetic and cooperative, so that their reaction to Mr. Hansen's work can be used as a wedge towards entrance into the more difficult counties. The preliminary contact should be made by Mr. Hughes. It may or may not be necessary for me to accompany Mr. Hansen to get him started.

Preliminary work here will consist of typing catalog cards from the inventories. These cards will be photographed at the first of each volume taken. I have considered cutting and pasting copies of the inventory entries, typing on office and classification notation. Since the inventory pages are too large for 3 x 5 cards and generally have so much detail as to make too small a reduction for index use, I believe it would be better to type simply the departmental classification and date entries, and the reference number to the printed inventory, having Mr. Hansen add dates and pagination notes. I wish we could find a typewriter with a large size type for this work. With a loose-leaf notebook to keep a record of what each roll of film contains, a copy of the inventory and these cards, I believe Mr. Hansen will have little difficulty in taking the records. I plan to have him take chiefly bound records, but undoubtedly interesting unbound records not listed on cards will also be pointed out to him.

We discussed the processing of his film and the possibility that we might have to have some one in the laboratory while he stayed in the field. Mr. Hansen feels emphatically that he should process his own film, because he says in no other way can he really become an expert in lighting, timing, use of filters, etc. By experimentation he will know whether the fault lies in processing the film or in the taking of it, and his notes will show him whether he can get a better copy or whether the original document accounted for poor copies. He thinks he can carry a week's supply of film, and be out one week and in the next. It may be desirable to have an assistant to run the photostat (if we get one), to take care of daily office calls with the Leica, to make enlargements, to mix chemicals, etc.

Mr. Hansen has made enlargements of the first volume of the Sangamon County commissioners' proceedings which I propose to index as a sample of the type of material to be found in such records. Unfortunately this copy was made three years ago with scanty equipment and little experience, so it is not a fair sample of Mr. Hansen's work.

The last number of the Journal of Documentary Reproduction has an article descriptive of a University of Texas field expedition which has been helpful and suggestive.

Photographic copies of two pages of the Johnson County census of 1818 were made for Mr. H. H. West of Los Angeles; and a copy of Nathaniel Pope's proclamation of April 28, 1809, creating Randolph and St. Clair counties, was furnished the Historical Records Survey.

### Filing:

As we reported last month, the major objective of the staff for this summer is the completion of unfolding and refiling of materials as a preliminary to final cataloging. There is nothing of importance to report along this line, except that satisfactory progress is being made in the work with Secretary of State's Correspondence, Governor's Correspondence, trade marks, executive file and notary petitions. The notary petitions would have been finished if our NYA assistants had not had an unusually long period between pay periods - about three weeks. I had hoped to report as my own work the completion of the work on the Governor's correspondence. This work took considerably more time than I had anticipated because of the extremely fragile condition of portions of the file. This is commented upon elsewhere in this report. The Governor's correspondence is now filed through 1901, with the exception of a sub-file on applications. The file ends with 1904 (a few 1905 letters being included.)

### Repair Work.

No systematic repair work has been done for over a year, on account of the moving. One family document was repaired for Senator Bidwell this week. One mail enquiry from Union, South Carolina, related to repairing and restoring faded ink on a manuscript about Fort Sumter.

One result of my own work on the Governor's correspondence has been further thought on the matter of manuscript repairs. Most of the older Governor's correspondence - say that prior to 1850 is of sufficient importance to justify the expense of crepelin. The major portion of the later correspondence relates to routine business, but there is also much material on state institutions, etc. Many of the letter-heads from 1860 to about 1890 have interesting pictures of buildings now destroyed but of historical interest. There are letters from most prominent American statesmen of the period. Two series of letters relate to negotiations with Robert Lincoln for the purchase of the Lincoln homestead and for the 1901 reconstruction of the Tomb, particularly his requests in relation to the reinterment in reinforced concrete. Even the "crank" letters and the pleas for pardons addressed to the various governors reflect the popular conception of their personalities. Probably the most interesting of all the correspondence is for the Altgeld period. But, alas, this is almost entirely beyond repair, having been subjected to dampness and mildew. There were signs of this mildew spreading. The index leaves of the old fashioned file boxes were also having a chemical reaction on the paper. So many of the documents as could be handled were gently

brushed on both sides to remove loose mildew spores and dust, the paper cleaned with art gum where necessary, and where a certain type of spreading decay was found the margins of the papers were trimmed. Perhaps this trimming is unethical, but it seemed necessary to prevent the spreading of a cancerous condition of the paper.

Although this work was somewhat time consuming and part of it perhaps too mechanical for executive time, it gave me a somewhat different outlook on the laminating process. We have here a fairly large group of documents some of which are of relatively little value, some of considerable historical or legal importance, yet all interesting from a number of angles. Only a small proportion, however, would justify the expense of crepelin, yet most should be treated, and must be repaired soon if they are not to be utterly lost in a few years. I am beginning to appreciate Mr. Kimberly's point of view that a cheap and quick process is essential. In this connection I wish to call your attention to another article in the current issue of the Journal of Documentary Reproduction, by the Mr. Barrow who we were dissuaded from visiting at Newport News. This gives the best description of the machine and process I have seen. Mr. Barrows has also overcome the unpleasant glaze. Some time ago I wrote Mr. Kimberly about the possible use of our mounting machine, but have not had a reply as yet. I have been a little afraid to experiment with it for fear of damaging the platens by stickiness. Mr. Barrows plans to exhibit at the meeting of the Society of American Archivists. Perhaps we can come to some conclusion at that time.

#### Historical Records Survey.

Dr. Royal S. Van de Woestyne, a member of the Political Science Department of the University of Chicago, succeeded Mr. Howard E. Colgan, resigned, as State director. He took office about the middle of June.

At my request Mr. Blood has furnished me with a copy of his last progress report on the State project. Although you doubtless also have a copy on your desk, I am summarizing this report here as a record of archival work accomplished in the State.

The following State offices have been inventoried:

- State Treasurer
- Department of Finance
- Department of Public Instruction
- Department of Vocational Education
- Department of Registration and Education
- Auditor of Public Accounts (not quite completed)
- Appellate Court, this district
- Tax Commission
- Department of Public Health
  - Division of Vital Statistics completed
  - Division of Communicable Diseases 70% finished
  - Other divisions apparently not yet entered
- Attorney General
- Department of Insurance
- Department of Public Welfare
- Department of Mines and Minerals (not listed but I am sure it has been done.)



Supreme Court  
Secretary of State  
Index department  
Archives Division of State Library  
Shipping Department

The following departments have not yet been entered:

Conservation  
Agriculture  
Public Works and Buildings (Very important)  
Civil Service Commission  
Commerce Commission (Changes in Commission personnel  
have delayed getting started here. A very large  
task ahead here.)

Filing and indexing has been done in a number of offices, the more important projects as follows:

Department of Finance. Rearranging, indexing and sorting all Retailers' Occupation Tax returns for proper filing and photographic work in the future so original tax returns may be destroyed.

Department of Registration and Education. "We have made a complete check on all records for the various divisions - such as - Barbers, Horseshoers, etc., compiling over 10,000 index checks for one division. We are in the process at the present time of finishing the last division of this work. After which all material to be stored in the new Archives departmental vaults will be moved and checked by our workers."

Department of Registration and Education.  
Compiling for the co-ordinator of all State Normal Schools an index to all regulations and laws formed by the General Assembly and the Board of Directors of Normal School operations in the State of Illinois.

Auditor of Public Accounts.  
Taking a complete inventory for the Banking Division on all closed bank material. Arranging, indexing and filing the material.  
Rearranged and indexed Banking Division files in its office.

Appellate Court.  
Made a complete index, filed and arranged 9,600 Appellate Court cases.

Attorney General  
Rearranged 196,000 Inheritance Tax Case Files making a complete new card index for Circuit Court Files (6,000 to 9,000 cards).

Supreme Court  
Arranged and made new jackets for 13,000 cases taken to Archives building.

Filing and rearranging 30,000 briefs for all Supreme Court cases, filing in briefs belonging with cases in Archives building.

Illinois county inventories have been published to date as follows:

Vol. 1	Adams County
5	Brown County
	Carroll County
10	Champaign County
12	Clark County
18	Cumberland County
39	Jackson County
43	Jo Daviess County
48	Knox County
54	Logan County
75	Pike County
89	Stephenson County

The work done by the Historical Records Survey directly for the Archives Division has been reported upon from time to time. I will, therefore, not repeat this here, but comment upon the most important work now being done for us, namely, the indexing and calendaring of records.

#### Name Index.

1229 cards (Knox County Census) have been filed in the name index this month. Several other counties have been typed but the proofreading has not been done. Part of this work is being done by Mrs. Reeder and Mrs. McFadden of the Archives staff and part by Mrs. Dill and others of the H.R.S.

#### Calendaring of Governor's Correspondence.

Mr. McNamara of the H.R.S., who has been working on the calendars, has been dismissed because of excessive absence. His place is being taken by Mr. Kington, one of the workers who has been assigned to the Supreme Court vaults for some months.

Mr. Al Cohen, from the Chicago office, who has charge of all the historical manuscripts work, was here on June 28th. He proposes to publish calendars for the following documents:

Governor's Correspondence, 1809-48 (end of first Constitutional period), including military correspondence

Two allied series for same period.

Executive file

Fund commissioners' correspondence

The correspondence 1809-31 (except for a few items found later) has been repaired and bound, with a name index and calendar which I made about fifteen years ago. This calendar will require some editing

to make it conform to WPA forms, but we think we can do this by correspondence. The calendar is being copied in Mr. Blood's office. Mr. McNamara had substantially finished before he left, all the Governor's correspondence up to 1849, except the military correspondence. The extant Governor's letter books were published by the Historical Library some years ago. The Governor's correspondence calendar will be edited and mimeographed complete, together with an introduction by me, before we go on to the rest, in case the project should end. I am very anxious to get this material calendared because it is among the most important material in the Archives.

### State Archives Building.

The clock in the Hughes' room, which has never kept good time, has been returned to the manufacturer for adjustment, by Mr. Darby.

Thirty Art Metal cabinets purchased for the Secretary of State's departmental vaults, and twenty Art Metal cabinets purchased by the Department of Registration and Education, were delivered to the Archives Building June 30th. They have not yet been set up.

The Governor signed HB322, the appropriation bill for the Department of Public Works and Buildings, June 29th. This contains an item of \$144,000 for equipment in the Archives Building for the "code departments, military department, executive boards and commissions, auditor, treasurer, and superintendent of public instruction." This is evidently expected to equip all departmental vaults already assigned except those for the Attorney General and Supreme Court, who had planned to include the item in their individual appropriations, though I do not know for sure that they did so. Originally there was a provision for \$250,000 for filing equipment (HB248) but this bill was tabled and the \$144,000 added as an amendment to the general appropriation bill for the department.

In an attempt to control the vault situation, I notified the Historical Records Survey workers that those needing to enter our Archives vaults must have passes from me, unless working under the direct supervision of an Archives staff member. Despite repeated warnings from Mr. Blood, that workers should keep out of the vaults, a few of the workers would go into the vaults, sometimes admitting others via the freight entrance. They did not disturb anything, but loafed in there and were careless about keeping the elevator lobby doors locked. I have issued two passes, good to July 1 only, to Mr. Jarret, the time-keeper, and Mr. Gabehart who is checking county officers, and I require these to enter the vaults via the Hughes room. So far this is working out all right and seems to have checked the practice of improper entrance.

### Visitors.

Visitors signed the register from Illinois, Missouri, Kansas, Indiana, Pennsylvania, New York and Cristobal, the Panama Canal Zone. The most interested visitor was Mr. M. L. Carr, director of the Pittsburgh Testing Laboratory of the Fire Protection Association. We used some of their publications in planning this building. He seemed very much impressed with our vaults.

### Transfers.

Transfers for the past month have been negligible. The Shipping Department has brought in more of its election canvass material, and the Index Department transferred some odds and ends of 1938 election records for the Archives proper. The Department of Registration and Education transferred about 200 of its early Registration books and Board Proceedings to their departmental vault. This latter material will eventually come into the Archives proper.

Mr. Blood took me into two State house basement storerooms last week. In one, that of the Auditor, I was shown the territorial record book of the Auditor, corresponding to the early Treasurer's volume which we have in the exhibit case in the Museum. This volume is not even in a vault - just a filthy storeroom, and there was a man smoking in there at the time. The Department of Public Welfare storeroom had several hundred public documents which Mr. Blood said were going to be thrown out. I looked at some and thought we ought to take them, if the Department is willing for us to have them. Mrs. Fritz, Assistant Director, was supposed to come over to be taken through the Archives Building one day this week, but did not get here.

Mrs. Reader took the second part of the civil service examination for principal stenographer on June 24th.

### Public Document Exchange.

Documents were shipped as follows:

To the University of Illinois: 22 volumes of Senate Journals, 14 volumes of House Journals  
To the Illinois State Normal University: 2 volumes of Laws, 8 volumes of House Journals, 16 volumes of Senate Journals.

The correspondence relating to this has been sent over to your office. You will note that I left arrangements for offers from other libraries for you to make.

### Catalog Rules.

16 copies of Catalog Rules were shipped out in June to Illinois, Oklahoma, New York, Georgia, Colorado and Arizona. 10 copies were requested by Mr. C. E. Waldon, Assistant Librarian at Harvard College, who is conducting a course on archives in the Graduate History Department. This is not a training course for archivists, but a form of historical methodology. I have entered into correspondence with Mr. Waldon who seems to be as anxious to compare notes as I.

### Reference Work.

There has been no particularly significant reference work done by the Archives Division in the past month, so I will make only a statistical report on this work which was largely routine in nature.

Respectfully submitted  
ILLINOIS STATE LIBRARY  
Archives Division

Superintendent

ILLINOIS STATE LIBRARY  
Archives Division

Statistical Report for  
June 1959

**Reference Room:**

- 35 Corporation cards
- 56 Corporation reports
- 1 Notary public bonds and petitions
- 26 Election returns
- 2 Trade Marks
- 19 Enrolled laws
- 7 Securities
- 1 Court of Claims
- 1 Certificates of qualification
- 18 General Assembly
- ~~10~~ Reference library (non-staff use)

**Mail Enquiries**

**ILLINOIS STATE LIBRARY**  
**Archives Division**

**Statistical Report for**  
**June 1939**

**Catalog Department:**

**1229 cards      Name Index**

**6 cards      Historical Records Survey Inventories**

# ILLINOIS STATE LIBRARY

## Archives Division Report for July 1939

### Staff Work

I have finished filing the Governor's Correspondence through 1904 (a few letters before the 1905 inauguration being included). About 25 boxes of correspondence relating to appointments remain to be filed. These came as a separate file, but as there was no consistency about filing such letters separately, I am running them into the main file.

Mrs. Nelson has just finished unfolding and relabelling the Trade Marks series, checking a number of inconsistencies found with the index volumes in the Executive Department.

Mrs. McFadden is checking in, unfolding, labelling and filing the General Assembly records.

Miss Turner is indexing the bills in the House Journal for 1859. None of the early Journals were indexed nor were there any bill registers for that early date. Although the making of such indexes is a long and tedious job, it has been necessary to do this indexing before arranging the original legislative records. This is difficult work, requiring patience and concentration, and not work which can ordinarily be assigned to a beginner. Miss Turner is interested in the work and seems to be doing very well indeed with it.

Mr. MacDonald is spending at least half of each day in the Reference Room now that the Receiving Room work is practically at a standstill. This is permitting Mr. Wetherbee for the first time to devote at least half his time to his own work. Later I shall work Miss Turner in on the reference work too.

The Historical Records Survey people are still working on the 1903 Secretary of State's correspondence.

Mr. Joseph Hington of the Historical Records Survey is calendaring the Governor's Correspondence. The calendars previously made by Mr. McNamara of the Survey proved very inaccurate, and the new calendars are to be made much fuller and under newer rules.

The complete inventory for the Auditor's archive has been filed with us by the Historical Records Survey.

### Staff Notes

Miss Katherine Turner has been appointed temporary clerk in the Archives Division of the State Library.

I have been reappointed a member of the A.L.A. Committee on Archives and Libraries under the chairmanship of Dr. A. F. Kuhlman.

### Public Documents Exchange

The following session laws and journals have been shipped:

Warren County Public Library - 12 volumes of session laws  
Northwestern University Library - 15 volumes of senate journals, 7 volumes of house journals  
Chicago Public Library - 5 volumes of senate journals, 2 volumes of house journals

Inventory of public documents transferred from the Shipping Department. The inventory has been completed but the copies for the document archives file, reference library and reserves have not yet been pulled. The two HRS workers assigned to this are finishing refiling the Dexigraph copies of the document shelf list, and will follow this with finishing the inventory work.

### Reference Work

Mr. Almont Lindsey of Fredericksburg, Virginia, who is writing a doctoral dissertation on the Pullman strike, spent several days here. Unfortunately the Altgeld correspondence (incoming) which he wanted is in such a fragile condition that all but a fragment has had to be restricted. Fortunately the Altgeld letter books and the telegrams relating to the strike are intact, and Mr. Lindsey found other material here which he found profitable.

Other information relating to reference work will be found on the Statistics' Sheet.

### Transfers of records.

Mr. Angle of the Historical Library turned over to us the correspondence file of the Submerged and Shore Lands Investigation Committee, about 150 documents. These he found in his miscellaneous manuscript file.

The Fayette County death certificates were loaned and returned to the County Clerk for checking.

Departmental Vault Bay 13 North 12 was assigned to the Court of Claims and transfer of the 1935-37 records authorized. Equipment has been ordered.



The Executive Department of the Secretary of State's office transferred the 1937 "executive file" to the Archives. This had been filed in the departmental vault, but as all other records in their vault start with 1938 they requested that we take these records. The Executive Department also asked authorization for the transfer of 300 cases of Pardon records which will be placed in their departmental vault as soon as equipment is received.

The 1939 House and Senate Bills have recently been received and are being checked.

Two five drawer files of Vocational Rehabilitation records were transferred to their departmental vault.

### Archives Building and Equipment

Thirty cabinets were installed in the Secretary of State Security and twenty in the Registration and Education Department departmental vaults.

Awnings were erected as follows: 2d floor, 2 in archivist's work room; 1st floor, 5 on West side, 2 on South, and 5 on the East side.

Electric fans were installed - 4 large, 2 medium and 2 small, for the public and work rooms.

The State Library staff was instructed in the use of the new dial phones for the outside phones.

Mr. W. H. Hodsdon, Chief draftsman of the State Architect's office, died suddenly July 28th. At the time of his death he was working on new specifications for equipment for the departmental vaults.

A walnut book truck for use in the Archivist's workroom has been received.

The wicker settee from the men's rest room, a table and two chairs, all to be used at the State Fair, have been painted Shepherd Green. The work was done by Richard Ship, one of our janitors.

### County Inventories by the H.R.S.

Illinois inventories have been received as follows:

    Sangamon County

    Adams County

Inventories from other states have been received as follows:

    Oregon: Linn County

    Ohio: Athens County

    Minnesota: Wabash County

Other publications:

    Jefferson Parish, Louisiana, Police Jury minutes

## Visitors

Visitors registered from the States of Illinois, Pennsylvania, Indiana, Michigan, Nebraska, Kansas, Iowa, Missouri, Tennessee, Colorado, Wisconsin, Idaho, Minnesota, Virginia, Rhode Island and Massachusetts.

Miss Esther C. Cushman, curator of manuscripts and of the Lincoln collection at Brown University Library, Providence, R. I., spent a day with Dr. Pratt on her return from A.L.A., and was shown through the building.

Dr. Roscoe R. Hill of the National Archives, and Mrs. Hill spent July 25th at the Archives.

Mr. Monyham, the new editor of the Historical Library was brought over and introduced. I believe we are going to have congenial cooperation there as in the past with Dr. Pease, the former editor.

Dr. Royal B. Van de Woestyn of the Historical Records Survey visited us twice.

## Catalog rules

Catalog rules were sent out as follows:  
St. Agnes Academic School, College Point, N. Y.  
Miss Bond, University of Illinois Library School:  
25 copies for the use of her classes. Also 25 copies of the local archives pamphlet issued by the American Historical Association in 1932. We purchased extra copies of this for distribution at the time of its publication and all but about 50 have been sent out or given away.  
Mr. Clarence E. Waldon, Assistant Librarian, Harvard College Library, 10 copies for his course on Archives.

## Archives Course

Through an application for copies of our catalog rules I learned that Mr. Clarence E. Walton, assistant librarian at Harvard College is giving an experimental course on archives. I immediately wrote to him sketching our plans. He is anxious to exchange memoranda with us. He describes his course as follows:

"Our course in the History Department has been given since the fall of 1937. The exploratory work in regard to it, both from the technical side and from the instructional side goes back to 1934, so that we have had five years of immediate contact with the problems on attempt to teach archive principles and practice calls into being."

"The History Department lists the work as 'History

191A' running for the first half year. The course meets one afternoon a week for a two-hour period variable when necessary. The number of regularly enrolled students has been three each time, with listeners running all the way from one to six or eight. The seminar method is employed, and I have kept a lively eye out to start discussions whenever and wherever possible. If I were to elaborate the title of the course I should call it "The Historical Development of a Technique of Scholarship."

"The term is divided into three groups:"

1. The Scholar as Archivist
2. The Archivist as Scholar
3. The Archivist as Archivist

"Two types of development of this appear possible."  
I. Gradual growth within the graduate student area which might ultimately produce an alignment of advanced study techniques in one group of courses, such as

1. The principles and practice of Archive administration.
2. The theory and practice of public document bibliography.
3. History of the practice of diplomatics.
4. Calligraphy, heraldry and the practice of sealing, with special reference to their legal origins.

II. On the other hand such a course as I may work on might develop into something of the survey type. In which case, it would align itself with other similar courses we hope some day to see offered to undergraduates. In which case we might have

1. Public archives: elementary principles in the classification of source materials.
2. Bibliographic method as an introduction to the technique of scholarship.
3. History of books and bookmaking."

So far I have found no other archivists who had heard of this course, and this description sounds rather vague and unorganized.

Dr. Solon J. Buck's seminar on archives given at Columbia last year will not be given in the coming year.

At present I have no progress to report upon plans for our own course, but am doing considerable thinking on the subject. At present I am trying to decide what should be given here and what at a university. If we are to accept the thesis which seems to be universally accepted both in this and in all foreign countries, namely, that the prime prerequisite for an archivist is sound historical scholarship, we must face the following facts:

1. Illinois and most American archival establishments do not at present have many historical

archives, and, from the point of view of European archivists we are directors of central filing bureaus rather than true archivists.

2. One hundred years hence, possibly in fifty years, the materials now in our archives, will partake of the nature of true archives. We should therefore be very slow to depart from the classification principles evolved through centuries of experience.
3. The present day American archivist needs two quite different sets of techniques, to handle two types of archives:
  - a. Older records such as those found in Europe, Latin America, Spanish Archives of our West and Southwest and colonial records of the eastern seaboard. Such records present as their chief problem interpretation. This involves a knowledge of obsolete linguistic terms, and foreign languages, chiefly Latin, Spanish, French and German. The auxiliary sciences of diplomatics, paleography, sigillography, heraldry, etc. are needed, also such scientific aids as infra-red rays, fluorescent and other specialized branches of photography. Detection of forgeries, dating, etc. are included under the term interpretation.
  - b. Modern archives present as their chief problem the implications of quantity. Finding lists for them must be on a broader scale than for older documents. Training in winnowing the wheat from the chaff, so to speak, is a major problem, for the person doing research in modern source materials is confused by too much data, in contrast with too little to be found in the old records. It is becoming increasingly apparent that the archivist of the future is to be as much concerned with what records to destroy as with what he preserves. Microphotography, a few years ago hailed as the answer to the problem of bulk, is now recognized as having distinct limitations so far as current records are concerned. And finally, the impermanence of present day papers and inks presents most grave problems for the preservation of such records as it is decided to preserve.
4. What are the archival applications of these two sets of techniques?
  - a. The average American archivist will meet the first set of problems relatively infrequently among the records in his custody. So soon, however, as he attempts

to acquire transcripts of the predecessors of his government, as most archivists do, all these techniques will be needed. This work was started in Illinois by the Illinois Historical Survey of the Illinois State Historical Library, some years before the creation of the Archives Division of the State Library. Otherwise, we should have needed these techniques here more than we have so far.

- b. The second series of problems are so immediate that most American archivists are either now or soon will be, largely engrossed in them. Because the methods are new and experimental, these problems are a fascinating absorption for the venturesome type of archivist.
5. What is the proper place for the student to get this training?
- a. The older techniques are the common tools of the historian, or should be at least. They should be included in the historical methodology training of all doctoral historical students. Judging from my own historical training and that manifested by students with whom I come into contact at the archives, students are particularly untrained in the following fields:
    - (1) Technique in the use of manuscripts. Most Ph.D's who attain any degree of proficiency or reputation now expect to do research in foreign or American archives, and they have not the faintest idea how to do it.
    - (2) Technique in seeing things through the press - not only editorial work involved in the publication of documents, but such simple matters as lay-out, proof-reading, etc.
- There is one man preeminently fitted for giving this work, especially the second item, and that is Professor Pease at Illinois. I hope we can get him over for at least a few lectures.
- Pierce Butler has repeatedly promised to send me an outline of his present courses but so far has not done so. I am hoping he can supply some of the scholarly technique if not all.
- Dr. Bendikson of the Huntington Library is preeminent in the photographic end of diplomacy. There is I fear small hope of getting him for this. Fortunately, however, there is considerable in print on the subject.
- b. The techniques involving modern archives can be given here perhaps as well as any-

where. I shall probably have to give some background lectures involving these earlier techniques for older archives, but they will have to be largely bibliographic in nature. I have not yet progressed very far in my plans. Just now I am more concerned with examples to be used for practice work than with anything else, and so far must confess I lack satisfactory inspiration. I have purposely confined my work this summer to more or less routine work in order to "lie follow" for a few months before starting intensive work on the course.

Respectfully submitted

ILLINOIS STATE LIBRARY  
Archives Division

Superintendent

**ILLINOIS STATE LIBRARY**  
**Archives Division**

**REFERENCE ROOMS CALLS FOR JULY 1939**

Enrolled Laws - - - - -	25
Corporation Reports - - - - -	23
Corporation Cards - - - - -	24
Securities - - - - -	2
Governor's Correspondence - - - - -	2
Notary Bonds - - - - -	4
Trademarks - - - - -	4
Abstract of Votes - - - - -	23
General Assembly - - - - -	6
Booker's File - - - - -	3
Executive - - - - -	2
Reference Room - - - - -	17
Mail Enquiries - - - - -	8

ILLINOIS STATE LIBRARY  
Archives Division

Catalog Department Statistics

Name Index Cards		
Edgar County Census, 1840	1325	
Livingston County Census, 1840	130	
Schuyler County Census, 1840	1186	
	2631	Cards
Historical Record Survey Volumes	17	Cards
Catalog Cards		
for Reference Books (made by General Cataloging Division)	17	Cards



ILLINOIS STATE LIBRARY

Archives Division

Report for August, 1939

The month of August was most notable for the State Fair, entailing shorter hours of opening, and for the number of distinguished visitors.

State Fair. For the first time the Archives Division was represented in the State Library exhibit at the State Fair. The Historical Records Survey displayed all the Illinois published inventories on a table. The artistic cover designs of these volumes attracted many persons into the booth and elicited many requests for copies and questions concerning the work. The Archives Division itself displayed two posters by Mr. Carl Giganti of the State Library staff. These posters attempted to personalize records in reply to the oft expressed query, "Why don't you throw away all those old records? What good are they anyway?" One poster tied up with the Historical Records Survey inventories of county records. In the center was a red picture of a burning building (a picture of the North Dakota capitol fire superimposed upon the front page of the Bismarek Tribune fire extra), underneath which was the question "If your court house burns tonight?" Surrounding this are nine black line drawings emblematic of county records of value to each citizen:

History: Portrait of Lincoln

Court records: A hand upraised as in taking an oath

Deeds and mortgages: a house

Marriage records: a bride

Birth records: a baby

School records: books in a strap

Proof of citizenship: a hand dropping a ballot into the box

Agreements: a scroll

Wills: another scroll with a pen (a mother and two children were planned originally for this, but the space did not work out for it)

Assessments: doors labelled "Fire Department" and "Police Department", respectively

Each of these pictures was crossed off with a red crayon, to symbolize the wiping out of such records by fire.

The second poster centers around a photograph of the Archives Building, with the inscription "Where the Illinois State Library Houses the Archives of the State! The picture symbols, connected with the photograph by red, white and blue streamers to indicate that these records feed into the Archives, are as follows:

History: dome of the Capitol

Land grants: a covered wagon

Supreme court records: a judge in his wig

Highway designs: a road with road marker

Automobile registration and driver's license: two women sitting in the front seat of a car  
Enrolled laws: policeman blowing whistle with hand up-raised as a stop signal  
Pardons: a pair of handcuffs with broken links  
Professional registration: doctor and nurse in operating clothes  
Mine maps: mine tippie  
Insurance company examinations: an old woman  
Each member of the Archives' staff spent six hours at the State Library booth during the week. Credit was given for overtime work.

The Archives Division, like other State Library departments, was open the following hours during State Fair week (Aug. 12 to 19, inclusive)

Monday: 8:30 A.M. to 4 P.M.  
Tuesday: 8:30 A.M. to 12 Noon  
Wednesday: 8:30 A.M. to 12 Noon  
Thursday: 8:30 A.M. to 10 A.M.  
Friday: 8:30 A.M. to 12 Noon  
Both Saturdays: 8:30 A.M. to 12 Noon

Archives Leaflet. A six page leaflet descriptive of the Archives Division was published for distribution at the State Fair. A copy is affixed as a matter of record.

Visitors. The following professional visitors were entertained:

Dr. Van de Woestyne and Mr. Al Cohen of the State office of the Historical Records Survey.

Mr. Frank W. Heatter, Archivist for the People's Gas and Electric Co., Chicago.

Miss Genevieve Yost, librarian of Williamsburg, Inc., Williamsburg, Virginia.

Professor Francis S. Philbrick of the University of Pennsylvania Law School and a member of the A.H.A. Committee on Archives.

Miss Ellen Jackson, curator of manuscripts of the University of New Mexico library.

Mr. Ernest East, of the Peoria Journal and president of the Peoria Historical Society, accompanied by a member of that society, Mr. M. R. Houser.

Sr. Ricardo Donoso, Director of the Chilean National Archives.

Visitors registered from ten states, Canada, Chile, and fifty-two Illinois towns and cities.

#### Staff Notes.

Mr. Hanson returned to work on Saturday, August 19th, after having attended summer school at Columbia University. He took the special course on microphotography, receiving a grade of B. Considering that Mr. Hanson is of foreign birth and education and has been out of school for many years, and competing with several classmates with higher degrees, this grade represents more earnest endeavor and better accomplishment than an "A" grade for someone else.

**THE  
ARCHIVES**

**ILLINOIS**

*State Library*

**SPRINGFIELD**

**1939**

**LEAFLET NO. 5**

The Archives Division of the Illinois State Library is the agency charged with the preservation and servicing of those non-current records which because of their legal or historical value must be preserved indefinitely. The Division was created by an act of the General Assembly of 1921 and organized the following year. Any State or local governmental official is authorized by law to deposit any of his official records in the Archives for safekeeping, subject to the consent of the State Librarian.

## THE ARCHIVES BUILDING

A separate State Archives Building was dedicated in October 1938. This is the third building in the United States devoted exclusively to the preservation of archives, the other two being the National Archives at Washington and the Maryland Hall of Records at Annapolis. The Illinois Archives Building embodies the latest designs and equipment for the physical protection of records. With the exception of necessary administrative offices and work-rooms and the public reference room, the entire building is comprised of fireproof vaults. These vaults are so constructed as to prevent the spread of fire, and are protected by an automatic fire alarm system connected with a nearby city fire station and also by a manual alarm and hand fire extinguishers. Watchmen are on duty twenty-four hours of the day and regulations against smoking anywhere in the building are strictly enforced. The vaults and equipment were especially designed for ease in cleaning and are air-conditioned. All records entering the building are fumigated and cleaned with a special apparatus using a combination of compressed air and

vacuum, before being taken to the appropriate vaults.

## TYPES OF RECORDS

The Archives of the State comprise the documents, papers and other records made or received in the transaction of public business by any official or agency of government. They are not, therefore, a collection of old documents having only historical interest, but documents upon which depend the State's legal rights in its business affairs. The bulk of such records is enormous, and no department is able to house in its own vaults more than the small fraction of records in daily use. Such is the complexity of State organization, particularly as respects to historical changes in departmental functions, that Illinois, like most states, finds the most efficient method of servicing its records is to place them in the custody of an archives department specializing in such matters.

There are three types of governmental records—those in current use which must be kept under the immediate jurisdiction of and in vaults adjoining the offices of business they originate; records in semi-current use, which the departments cannot yet relinquish to outside custody, but for which the departments have inadequate vault space; and the non-current records comprising the Archives proper. The semi-current records and the archives are housed in the Archives Building in two separate and distinct series of vaults.

The records coming into the archives vaults are those records which are either so old as to be chiefly of historical interest, or which because of their unusual legal value need especial safeguards. Such records are never removed from the Archives

Building except upon court order or other unusual circumstances. They are under the exclusive jurisdiction of the Illinois State Library, which provides reference service including certified copies.

Among the historical archives of the State are the early Governors' correspondence, internal improvement records, miscellaneous executive records, election returns, records of official commissions, oaths and bonds, General Assembly records, land records, etc. The Constitution, enrolled laws, deeds to State property, security sale license records and corporation reports are among the legal records in this category. Some of these records are kept in safes in a special separate vault.

## DEPARTMENTAL RECORDS

Most departments have records to which they refer comparatively seldom, but which they must be able to take out occasionally for use in their own departments. Many of these records are of legal value equal to or greater even than those in the archives proper, and certainly need the physical protection of the Archives Building. A series of separate Departmental Vaults, with regulations for access similar to those for personal safety deposit boxes in banks permits departments to have direct access to their records. The State Librarian exercises a censorship over what records are suitable for transfer to these vaults and over the quality of equipment used, but the departments service their own records, archival clerks having no access to those vaults. Examples of records now kept in Departmental Vaults are the following: Vital statistics certificates; charters, licenses

and other records relating to insurance companies doing business in the State of Illinois; Supreme Court records; applications for professional licenses; and pardon records.

## COUNTY RECORDS

Comparatively few county officials have as yet deposited records with the Archives. This is partly due to the fact that most of such records are still used in current county business, and partly due to the fact that no one knows what records are extant. The Illinois State Library therefore acted as sponsor for the Historical Records Survey of the WPA in Illinois, which is taking complete inventories of all state, county, town and other public records, and also of private manuscript collections. The Illinois State Library is following up these inventory surveys by offering space in the Archives Building for deposits by local officials and more particularly by a program for copying county archives by microphotography. This photographic project will centralize hitherto practically untapped and relatively inaccessible historical and social science source material at Springfield, and will also provide a measure of insurance against complete loss in case the court houses are damaged by fire or flood.

## CO-OPERATION WITH OTHER AGENCIES

The Archives Division of the State Library co-operates closely with the Illinois State Historical Library in the adjacent Centennial Building. Since the Historical Library has a very fine collection of books

and private manuscripts on Illinois history, Lincolniana and genealogy, the Archives Division confines its reference work to information which can be obtained from the original official archival records. In addition, however, it specializes on Illinois governmental administrative history and public documents issued by the State.

Records in the Archives vaults may, subject to certain necessary restrictions, be consulted by any responsible person who has a legitimate reason for desiring to use them. Searchers may also use the catalogs, inventories, calendars, indexes and other "finding tools" that are available as well as the reference books in the State Library.

## PHOTOGRAPHIC LABORATORY

The photographic laboratory of the State Library, located in the Archives Building, is equipped to furnish microfilm copies, enlargements and photostatic copies of documents in its custody, at moderate cost.

**EDWARD J. HUGHES,**  
Secretary of State and  
State Librarian.

(Printed by authority of State of Illinois.)

#### Accessions.

Mr. Angle of the Historical Library turned over to the Archives a file of Sangamon county election returns deposited with him several years ago. In return we are making photographic copies of all returns for the years 1831-1837 inclusive and copies of the Springfield precinct returns for the years 1837-1865 inclusive. The collection covers the years 1821-1893, and came over in 104 pamphlet boxes which have been returned to Mr. Angle at his request. About 1500 documents.

#### Catalog Rules.

Catalog rules were issued to the following:

Enoch Pratt Free Library, Baltimore  
New York Bar Association Library  
University of Virginia Library  
University of British Columbia Library  
Vassar College Library  
Westerly Public Library, Rhode Island  
Senor Donoso  
Miss Yost

Detroit Public Library

#### Document Exchange.

Fifteen volumes of House Journals and fourteen volumes of Senate Journals were shipped to the Northwestern University Law Library, Chicago.

#### Equipment.

A walnut typewriter desk, table and chair were substituted for the steel equipment in Mr. Wetherbee's office.

A representative of the Johnson Wax Co. came in one day. I complained of the fact that the floor seal is wearing slippery. He said he thinks this is due to a coating of grease from sweeping compound used on the floors, and that a good scrubbing with a scrubbing machine will eliminate the trouble. I suggested that he discuss this with Mr. Malloy, but I have seen no results from it as yet. I told Jimmie Levine about it.

#### Historical Records Survey.

The Historical Records Survey, like other Federal projects, had to become a State sponsored project under the new WPA set-up. All but three persons have been dismissed from the central office at Washington. Arrangements have been completed for continuation of the Survey in Illinois under the sponsorship of Secretary of State Hughes. There will be no change in the supervisory staff.

All workers who have been on WPA for eighteen months have had to be dismissed. After a thirty day leave without pay they may be reinstated if they have failed to secure private employment. This will seriously cripple the work of the Survey since most of the county inventory work is in the stages of final editing, requiring the trained and experienced workers. It is presumed that most of the more efficient workers will be back on the job at the end of the month of leave. The HRS workers still with the Archives Division are Mrs. Taylor and Mr. Schuler who are filing Secretary of State's correspondence;

and Mr. Hildebrand and Mr. Templeton who are working on the document files. Mr. Hildebrand expects to be laid off immediately under the eighteen month rule. Mrs. Dill has not been on WPA that long, but has been transferred to Mr. Blood's office.

Mr. Hington is transcribing the early Governor's correspondence. I proof-read his forms and they are sent to Chicago where the calendaring is done. So many errors have been found in the calendars turned in by Mr. McNamara that his work is having to be done over.

The two volumes of bound Governor's correspondence have been copied on microfilm, which has also been sent to the Chicago office.

The Morgan County inventory was published during the month.

The following inventories have been received from other states:

Alabama: No. 17. Colbert County

Maine: No. 4. Franklin County, Vols. I and II, Avon and Berlin

Missouri: Pettis County

Montana: Toole County

Nevada: Checklist of Nevada imprints

North Carolina: Guide to the Manuscript Collections in the Duke University Library

Oklahoma: No. 5. Beckham County

Texas: No. 202. Sabine County

Virginia: Dinwiddie County

Washington: Benton County

Wisconsin: LaCrosse County  
Rush County

#### Archives Staff Work.

Although all staff members have been industrious, there is nothing very tangible to report. All are engaged in filing and unfolding. Mrs. McFadden has been handling the accessions of 1939 legislative papers, which takes considerable time. This year they came over in unusual disorder.

Mrs. Nelson is filing into the Governor's correspondence the file of applications which had been kept separately. As there was no uniform practice requiring a separate file for these it seemed best to work them into the rest of the file. Perhaps they are not worth keeping, yet they do have a certain interest from the point of view of methods of appointment preceding civil service, especially as the regular file of Governor's correspondence is full of personnel problem details. The minute details with which the governors concerned themselves as late as 1904 (Yates was the last to file his correspondence with the Secretary of State) is appalling. It has considerable potential interest to the student of the history of administration.

Since his return, Mr. Hanson has copied the two volumes for the Historical Record Survey, made a film copy of a film which had been loaned to the Historical Library, and is copying portions of the Sangamon County election returns for them. A plan for copying county records is being submitted separately.

I have been compiling "History Cards" for the catalog. Since none of these will be typed until the work is completed and checked, I have no statistics to submit. From the bibliographical index to State departments I am compiling cards which will give in as condensed form as possible the following information:

- Present name of department
- Predecessors and successors
- Dates of establishment and dissolution
- Changes in name and organization
- Organization (as 3 commissioners, or 1 elected officer)
- Method of appointment or election
- Major functions

Explanatory cross references are also made for names other than the ones used as the departmental heading, for changes in name and for functional headings.

These history cards involve most careful study for they are basic to future cataloging, establishing not only the basic classification scheme and departmental heading, but functional sub-headings. A number of history cards have already been placed in the catalog, but the work was sporadic rather than integrated as at present.

151 cards have also been added to the bibliography on archives and a start made on a classification scheme and subject headings for archival literature. A good deal of photographic copy work will probably be involved in building up our working collection for the use of the internship course.

Mr. Clarence E. Walton who is teaching the course on archives at Harvard has kindly sent a copy of his lecture notes. His point of view is so different from mine that I found them quite disappointing. They do not indicate much knowledge of modern archival literature or theory.

The members of the American Historical Association sub-committee on archives, of which I am chairman, have decided to compile a guide to American archives similar to one on European archives published in 1936. This guide will be written from the point of view of the historical scholar who wishes to use archives in his research and wishes to know what conditions as well as what records he will find when he visits a state archival establishment. Professor Philbrick and I drew up a tentative questionnaire, a copy of which is filed with this report. Such a survey will supply considerable data which will be needed for the archives course. Much of it for the larger archives I hope to collect first hand on this forthcoming trip.



## FILMING COUNTY RECORDS

The Archives Division of the Illinois State Library is now prepared to start its long discussed project for copying the more important historical records of the various counties. Mr. Hanson, our photographer, has just completed a six weeks intensive course on microphotography at Columbia, besides having had three years' practical experience with the work. We own both a Folmer Graflex and a Leica camera and have the auxiliary equipment required for the work. This is the logical time to begin making the copies, as a follow-up of the inventories of county records now being published by the Historical Records Survey. That the State Library Board may have a picture of what we propose to do, why, and how, I respectfully submit the following statement.

Will this copy work duplicate any work done or projected by the Historical Records Survey? The Historical Records Survey is having the County Commissioners' Proceedings transcribed by hand. This is the most important single historical record in each county. The workers are turning in copies of uneven merit, and a microfilm copy would be preferable. So far as I know, these are the only transcripts made to date.

About the first of August I was told that the Illinois office of the Historical Records Survey was to be provided with a Folmer Graflex camera for a project to reduce all Illinois CWA records to film. When and if this work is completed, it is presumed that the camera can be used for the same sort of copy work projected by the State Library. With 102 counties in the State, there is more than both the

State Library and the HRS can do in several years. There will be no duplication of work. Time is an important element with the present rate of disappearance of records through ignorant destruction, fire and flood hazards.

What is the purpose of this filming project?

a) Source material of vast historical and sociological importance, at present unavailable, will be centralized at Springfield.

b) Film copies serve as insurance against total loss in case of destruction of the original documents.

Why does the State Library not collect the originals instead of contenting itself with copies? It is true that the originals should in many cases come to the archives building. At present it seems best, however, to make copies as the first step in the collecting program. There is considerable local opposition to the transfer of records to the State. This is partly due to the feeling that "What is mine is mine". Many records of historical importance, however, really belong in the counties and are still used in county business. The State of Illinois is only 121 years old, and the important county archival files are in the semi-current rather than the non-current class. It is hoped that later county officials can be induced to substitute certified photographic copies for some of their files and to deposit the originals here. Meantime the film copies will serve research purposes, and will include also many records which will probably never be filed in the Archives.

What is the proposed scope of the project? It is proposed to film the bound records for the period prior to 1800 for each county, starting with the older counties.

Why just the bound records? Most documents were transcribed into bound record volumes in the early days, so that the important documents will be caught this way. An attempt to film loose documents would require unfolding (involving problems of brittle and soft documents) and would require that a historically trained person make selections of documents to be filmed. Both these items would multiply the cost of copying beyond budgetary possibilities. It is probably<sup>e</sup> that many of these unbound records can be acquired for the Archives. Of course, individual documents of unusual interest brought to our attention will be copied.

Deed and mortgage records may have to be omitted because of the opposition of local abstract companies.

In what county should filming be begun? It would be best to start, not with the oldest or more important county, but to experiment elsewhere first. We should start in a county where the officials will be sympathetic and cooperative, because we shall have to break down resistance in some of the counties in which we are most interested. Mr. Ernest East of Peoria is anxious to have us start in Peoria County and assures us we will have complete cooperation there. The Peoria County inventory has not yet been published.

What procedure is recommended? Permission to do the work should be secured from the county officials by Mr. Hughes.

Two copies of the published inventory will be checked by the archivist. One copy will be given to the photographer for his guidance.

The correct catalog entry will be typed and furnished the photographer.

The photographer will make up on his special lettering board a title page to be photographed at the beginning of each

film and each volume. This will show:

Number of film  
Departmental entry  
Title  
Date  
Volume and page  
Size of original volume and page  
Exposure time  
Kind of film

A photograph of the binding will be taken, as well as of copy.

The photographer will also keep a notebook in which he will enter a record of each film, showing the number of each film, titles included, notes as to the condition of the volume, paper and ink or any other peculiarities affecting the quality of his picture, filters used, etc. He will also cross index for retakes.

A week's supply of film and testing solutions will be taken. Mr. Hanson suggests that he remain at the county seat for three or four days, then return to Springfield where he will develop his film and check for retakes. He thinks he will get better results by processing his own film as he will remember peculiar conditions which he may be able to correct in developing.

The camera and auxiliary apparatus should be insured against theft, breakage, etc.

#### Exploitation of the copies.

The films should be cataloged as soon as possible. If HRS workers are available, considerable indexing should be done. Enlargements should be made, indexed and bound as time and costs permit. These enlargements might be circulated in inter-library loans. Perhaps some organization like the DAR could be induced to subsidize some of the work, especially the enlargements. For that reason an undue emphasis might well be given to records of primary interest to genealogists.

Calls in Reference Room for Month of August, 1932.

Corporation Reports - - - - -	48
Executive - - - - -	3
Election - - - - -	33
Corporation Cards - - - - -	10
Notary Bonds - - - - -	13
Securities - - - - -	9
General Assembly - - - - -	13
Trade Marks - - - - -	3
Certificate of qualification - - - - -	1
Enrolled Laws - - - - -	19
Genealogy Index - - - - -	4
Land Patent - - - - -	1
Governor's Correspondence - - - - -	1

100-01110-511

RECEIVED SEP 10 1932

MADE IN U.S.A.

**STATISTICS**

**Catalog Department**

Catalog cards transferred	21
Historical records survey cards	15
Index cards (Union County)	999

# ILLINOIS STATE LIBRARY

## Archives Division

Report for September, 1939

### Accessions:

Sangamon County election returns, 1821-93. 12 legal size filing drawers. Deposited by the Illinois State Historical Library, on condition that it receive photographic copies of the records of the Lincoln period. Mr. Hanson spent most of his time during September in making these copies.  
Senate Engrossing and Enrolling Book for 1939 and committee reports.

### Transfers to Departmental Vaults:

Department of Registration and Education. Transfer of medical applications -1936, not brought over earlier with their other records, approved and transfer made. Mr. Elsner of Finance Dept. allocated Vault #E, Bays 4-7 to this Department.

### Equipment for Archives Building.

Registration and Education Department vault. 35 cabinets installed.  
Secretary of State's Departmental Vaults - 59 cabinets for Executive, Front office, and Court of Claims vaults. Records formerly in temporary transfer drawers were transferred into these new cabinets. 300 cases of Pardon and Parole cases were added to that file in the Executive Department vault.  
A bulletin board was added to the furnishings of the first floor Lobby.  
The film vault air conditioning machine being out of order, and temperatures in the vault being excessively high, all film stored there was removed pending repairs. These repairs have now been made.  
The Architect's office has decided to let contracts this autumn for approximately two-thirds of the \$144,000 appropriation for vault equipment, reserving the last third until towards the end of the biennium when more exact data will be available as to peculiar requirements of the various departments and miscalculations as to their needs can be corrected.  
Bids will be asked about November 1st.

### Historical Records Survey.

A W.P.A. ruling requiring all workers on projects for 18 months or over to be laid off for a minimum of 30 days before they could be recertified slowed up the work of the Historical

Records Survey materially. Two workers assigned to the Archives Division were lost, temporarily, it is hoped. Mrs. Dill, typist, and Mr. Hildebrand who was working on the document archive, were taken away from us.

The calendaring of Governor's correspondence for us is to be done in the Chicago office, in the future. Films were sent them for the bound records, and their worker, Mr. Hington, is transcribing the rest long hand. Up to the date of her vacation the archivist read proof on all transcripts sent in.

Under a new W.P.A. set-up the Historical Records Survey ceased to be a national project and is now operating under the direction of the State W.P.A. administration under the sponsorship of the Secretary of State of Illinois. Dr. Luther H. Evans, National Director, Miss Edythe Weiner, National Editor, and their stenographer, all that is left of the National organization, now have advisory powers only.

The following published inventories have been received:

Idaho: Nez Perce County

Iowa: Cherokee County

Kansas: Franklin County

Gray County

Louisiana: Plaquemines Precinct

Maryland: Howard County

Nevada: Roman Catholic Church

New Hampshire: Cheshire County

Ohio: Ross County

South Carolina: Oconee County

Virginia: Powhatan County

Washington: Adams County

West Virginia: Cemetery Readings: Lincoln and Paw Paw  
Magisterial Districts, Marion County.

#### Document Distribution:

Catalog Rules were sent on request to the following institutions:

Public Library, Norwood, New Jersey

Library of Congress, 2 copies

Oberlin College Library

Document Exchange.

To Smith and Murray, Attorneys, Centralia, Illinois. 9 volumes of session laws.

#### Staff Work:

Owing to the absence of the Superintendent on vacation at the end of September, an accurate account of the work of individual staff members for the month of September is not available. None finished any of the long projects on which they were working during September. A full report will be made for both months in the October report.

The archivist's chief work for the month consisted of compiling History cards for the card catalog. As shown by the attached statistical report 593 cards were prepared and typed. The History cards completed cover all departments up to and including 1917. There is about two more week's work to bring them down to date and to make cards for the temporary com-



missions, now about half done. The 1939 session laws will also have to be indexed for the bibliography on state departments.

The making of History cards is the first step in our long projected recataloging of the archives. The departmental headings on these cards establish the main catalog entry and ensure correct classification of series. In connection with this work section 183 of the Catalog code, covering the topic: Historical and Bibliographical Cards, was revised. A copy of this revision is appended to this report. I recommend that 500 copies be mimeographed on correspondence size sheets (the size used for the Catalog rules) and that the mimeograph stencil be retained in case more should need to be run off.

The Trade Mark series, coming to us from the Executive Department of the Secretary of State, has been unfolded, filing checked for missing numbers, and a list of missing numbers sent to the Executive Department.

#### Reference Work:

The most important non-routine reference work involved records on file in relation to several suits now pending in the Supreme Court involving the veto power of the Governor. Under the Constitution the Governor must have all bills passed by the General Assembly submitted for his approval or disapproval. Another clause in the Constitution makes bills become acts automatically ten days after adjournment of the General Assembly (Sundays not included) if the Governor has not acted upon them by such time. The Constitutional provision that laws other than those specifically designated as emergency, shall go into effect on July 1st after passage, seems to imply that the General Assembly must adjourn by June 30th. Of recent years the pressure of work towards the close of the session results in the passage of many bills on the last day - several hundred this year. This renders it physically impossible for the enrolling clerks to present all bills within the ten day limit after July 1st and equally impossible for the Governor to act upon them within that time. The custom has therefore grown up of holding up the presentation of bills to the Governor for a few days, and of his taking, if needed, ten days after presentation for consideration. Several bills so presented to the Governor have been used as test cases to get a Supreme Court decision as to the constitutionality of this procedure. One case, the so-called Chiropracist's bill, involved a veto of a bill presented before July 10th but acted upon later; the other case, the State Employees' Pension bill, which was received by the Governor after July 10th. A search of extant Constitutional Convention records reveals no debate or discussion upon this point. The only records which seemed pertinent to the Attorney General were those legislative records revealing the respective dates on which the bills were passed, received by the Enrolling Clerk, Enrolled, and receipted for in the Governor's office. Certified copies of these records were issued by the Front

office. By direction of the Secretary of State, until these cases are settled, the original bills and this receipt record are being kept in the safe and all reference to them handled personally by the superintendent of the Archives Division.

This illustrates one use for an archival establishment not often stressed by other archivists - namely, the need for responsible and physically safe custodianship for current records involving controversial or legal issues. In this case there is no incentive for falsification of records as the facts involved are not disputed and all parties are anxious for a clarification of the constitutional issues involved. It is conceivable that other issues might involve custodianship of a very important nature, for which the facilities of the Archives building are available.

#### Register of Visitors:

No archivists or official visitors visited the archives during September. Visitors were registered from the following places:

Canada, Arkansas, California, Kansas, Kentucky, Michigan, Minnesota, Missouri, Pennsylvania  
Illinois: Alledo, Belleville, Cairo, Champaign, Chatsworth, Chicago, Crossville, Galesburg, Harvey, Herrin, Jacksonville, Lincoln, London Mills, Mansfield, Meecham, Paris, Pinckneyville, Quincy, River Forest, Rockford, Shannon, Sparta, St. Charles, Stewardson, Treston, West Chicago, Western Springs, Westville.

Respectfully Submitted,  
ILLINOIS STATE LIBRARY  
Archives Division

Superintendent

Archives Division

DOCUMENTS

Received September, 1939

Deposited:

Historical Records Survey

11

3460-Orion Skin

SLEIGHT & CO.

MADE IN U.S.A.

Calls in Archives Reference Room for Month of September, 1939

Corporation Reports - - - - -	41
Corporation Cards - - - - -	11
General Assembly - - - - -	15
Certificate of Purchase - - - - -	4
Election Calls - - - - -	20
Notary Bonds - - - - -	6
Enrolled Laws - - - - -	19
Trademarks - - - - -	2
State Fair Awards - - - - -	1
Executive - - - - -	5
Securities - - - - -	12

# Archives Catalog Statistics

For September, 1939

Catalog cards made by General Catalog Dept. for Archives Reference Library	36
Historical Records Survey imprints	11
History Cards	593
Name Index Cards:	
Vermilion County Census	1455
Governor's Correspondence, 1816-32	69

ILLINOIS STATE LIBRARY

Archives Division

Report for October, 1939

The superintendent was out of the city during a large part of October (Oct. 2-5 on vacation; Oct. 9-21 attending Convention of Society of American Archivists; Oct. 26-28 attending Convention of Illinois Library Association.) This report will be divided into three sections, one section reporting on the activities of the Archives Division for the month, the other two sections dealing with reflections upon the two conventions.

Archives Division Activities

The State Library, including the Archives Division, resumed 5 P.M. closing hour after three months of 4 P.M. closing on account of the summer heat.

Accessions. The Index Department of the Secretary of State's office deposited the following records in the archives:

Official bonds:

Circuit clerks.	1819-1936.	2915 documents
County clerks.	1809-1926.	2278 documents
County recorders.	1809-1936.	2054 documents
State's attorneys.	1820-1923.	1559 documents
State contracts.	1814-1916.	495 documents
plus a few unnumbered contracts for 1914 and 1916.		

State officials

Superintendent of Public Instruction.	1854-1915
21 documents	
Auditor, 1816-1917.	32 documents
Attorney General, 1835-1917.	16 documents
Superintendent of Insurance, 1893-1913.	7 documents
Treasurer, 1813-1917.	60 documents
Supreme and Appellate Court officers.	1809-1920
(numbering irregular)	1 box (about 50 documents?)

Official Bonds and Oaths. Miscellaneous. 1837-1917  
About 3000 documents, including bonds for Indian traders, 1809-40

Official Bonds. Contracts and Leases. 1917-37  
1909 documents

Miscellaneous items, about 1½ drawer

Total amount, about 12 legal size archives drawers

Items of especial interest noted in checking in these records are as follows:

Bond of citizens of Springfield for location of state capitol at Springfield. Box 70 #21

Bond of Murry McConnell signed by S. A. Douglas.  
Box 70 #56

Signature of Pierre Menard on Indian traders' bonds.  
Box 71 #19

The Index Department has an index to these bonds which also indexes records not yet transferred, so it was unable to give us this volume. Mr. Hanson is copying this index for our use.

A copy of the receipt form is appended for your files. 7

The Mines and Minerals Department has offered for the Archives the registers and proceedings of the old State Mining Board and other boards anteceding the present department. These correspond roughly to the registers kept in the departmental vault of the Registration and Education Department. These are the records relating to examinations for mine inspectors, mine managers, hoisting engineers, mine examiners, etc. They also contain important data on the history of coal mining in Illinois. These will be transferred this week.

The Commerce Commission is considering the possibility of transferring to the archives the records of their predecessors the old Railroad and Warehouse Commission and the Public Utilities Commission. The rate commission is making a survey as to the frequency of use for these records and I am hoping we shall get at least a part of them. These records are very important to the history of railroads in particular and transportation in general for Illinois, also throw light upon the history of commerce in the state.

#### Historical Records Survey

The following published inventories have been received:

Colorado.	Morgan Co.	No. 44
Illinois.	Fayette Co.	No. 26

Published at county expense

Iowa.	Cherokee Co.
Minnesota.	Pipestone Co.

North Carolina. Vol. 3. Nash-Yansey Co.

Published by the North Carolina Historical Commission in condensed form, completing the series, the first state which has completed its survey of county archives

Vermont. Lancille Co. Vol. 9; Town of Waterville.

In connection with the publication program of the HRS an interesting review appears in the October 1936 issue of the American Historical Review, written by Dr. Richard B. Morris, of the City College, New York. Dr. Morris' criticisms are so cogent that I am appending a copy of the last two paragraphs for your consideration in discussing policies for the Illinois project. (11)

#### Catalog Rules

Copies were mailed to the following:

Arizona Historical Records Survey  
Palmer Library, Connecticut College, New London  
Drexel Institute Library, Philadelphia

### Repair department

An old newspaper was repaired for the Lincoln library, Springfield.

The Matson library, Princeton, wrote inquiring the cost of repairing a civil war newspaper printed on wall paper, owned by one of its patrons. I recommended that this be laminated rather than crepeline and gave the librarian Mr. Harrow's address. I have not heard further from this.

Mr. MacDonald has resumed his work on the state census volumes. He is working on volume 13 (old numbering) and has repaired Edgar and Effingham counties in that volume (1845). We have about a dozen volumes ready for the binder. In rebinding these volumes we are putting the documents into smaller volumes for greater ease in consulting and photographing, and keeping the arrangement more nearly alphabetically by county. At some time these census returns were bound hit or miss, into uniform size volumes. Though many of the schedules are double spread in width, such schedules were doubled arbitrarily and bound without any attempt to be able to read across the sheet, making correct use practically impossible. In addition they are badly mildewed. Since these volumes are in constant use, repair and rebinding are necessary. Having the crepelin repair work done here is much cheaper than to have it done in a bindery.

### Archives Staff

Mr. Mike Kinney, formerly with the Index Department, has been made chief clerk of the Executive Department of the Secretary of State's office, vice William Hoover, deceased. On account of the close relationship between the work of this department and the Archives, this appointment was of extreme interest to us.

Mr. Wegehoff has been assigned a desk in the Archives workroom. He is the new clerk of the Executive Department to be in charge of its departmental vault files. Every desk and table in the workroom is now occupied, and with two departmental clerks here it may be time to consider assigning them desks on the third floor. The tables should be kept clear for sorting. It was the original plan to have departmental clerks in the second floor workroom. With the exception of Mr. MacDonald's desk all the third floor desks are used by HRS workers. Two of these are working exclusively on indexing records in the Registration and Education departmental vault; a third is the draftsman for the survey; Mr. Hildebrand and Mr. Templeton who are doing bibliographical work under Mr. Wetherbee also have desk up there. In other words, the offices, planned for future expansion of the staff, are already filled, in case anyone is interested in unoccupied space in the building. The only vacant desk is one in the Secretary's office.

Mrs. Dill is to be reassigned to the archives, but because of criticism which reached the Chicago WPA office to the effect that she was doing secretarial rather than HRS work, Mr. Blood wishes her to be assigned to a desk in the archives workroom.

Visitors. Seventy-five members of the Indiana Historical Society, here on a Lincoln pilgrimage, were conducted through the Archives Building on Saturday afternoon, October 7th.



The number of other visitors registering has not been large. Fifty pupils of the Moro, Illinois, public school with three teachers came to the building one day, according to the register.

Miss Leona Roberts, Deputy County Clerk of Winnebago County was taken through the building and evinced much interest, not only as a person-friend but as a public official. Miss Roberts has been in the court house for forty years and knows more about that county's records than anyone else. I am particularly interested in reaching the county officials with our publicity.

Visitors registered from the states of Indiana, Iowa, Minnesota, Missouri, North Dakota and Texas and from 27 Illinois towns and cities. Perhaps I am putting too much emphasis in these reports upon the visitors who come. I suspect, however, that because it is a separate building, the Archives may get more visitors than our third floor reference room in the Centennial Building. The fact that probably everyone who comes in is curious as to what it is all about and asks questions may help in unexpected ways and places. At any rate, it is a form of publicity which is not forced upon people but which they seek naturally. Mrs. McFadden reports that a group of sheriffs came through the other day and exhibited the liveliest interest, inquired as to whether we had any of their county records, and if not, why not. It would probably have been difficult if not impossible to reach these men through printed publicity.

Archives Building and Equipment. The cleaning machine has been out of order for about a week. Mr. Darby says lightning must have got into the circuit breaker and burned it out as no possible load we could put on it could have done this and it happened about the time of a storm. It was necessary to send away for a new box, but the apparatus will probably be in working order by November first.

The State Architect's office through its director, Mr. Smith, of Public Works and Buildings, last week addressed a letter to all department heads asking for an estimate of the amount of space required for their departmental vaults, their rate of expansion, etc., with the view to purchasing the correct quantity and type of equipment. This letter confused persons who had understood that Mr. Nudelman was allocating space in the vaults. Many department heads have come to me to discuss the matter and I think the confusion is being straightened out by my explanation that this refers only to type of equipment needed. It has given me an opportunity to discuss their records again with the departmental chiefs, all of whom seem to be very sympathetic.

Late in the afternoon of October 11th, Jimmie Levine discovered that Dr. Sharpe of the Department of Public Health had moved an X-ray photographic machine into our Photostatic Room with the purpose of bringing some 30 out of town high school students in the next afternoon to be x-rayed. Jimmie Levine said they evidently went through the Mending Room and as Miss Williams thought we were doing it she paid no attention. He hunted up Dr. Sharpe and ordered it removed, but the mover had conveniently left. He then appealed to Mr. Wetherbee who asked who was to pay for the electricity and said he could not authorize the building to be opened on a holiday,

and flatly refused to authorize the use of the room. Jimmie appealed to Mr. Malloy for instructions and Mr. Malloy finally said since this would affect innocent out of town persons who might cause unpleasant talk, <sup>he</sup> he arranged to permit the use of the room and the electricity <sup>to</sup> and arranged to have the janitors escort the people in and out, which was done with no confusion. Dr. McShane told Mr. Hansen later that this affair was done without his knowledge or authorization and that Dr. Sharpe was severely reprimanded by both Dr. Baxter and himself and told to keep out of the Archives Building in the future. Such being the case I ignored the matter, as I anticipate no repetition of this incident.

County Archives. An invitation to attend the dedication of the new court house at McLeansboro was received during my absence. I sent thanks for the invitation and congratulations to Mr. Phipps, the county clerk, by whom the invitation was sent. I hope before long we may be able to visit this new court house as at such times the officials are more apt to be receptive to suggestions about care of records.

Peoria County. Mr. Ernest East of the Peoria Journal Transcript, a former member of the county board, and one of the most active workers in the cause of preservation of local records, spent the morning of October 26th at the Peoria court house, introducing Mr. Hansen and me to the various county officials. We were met with great cordiality and shown all the records which we had time to examine. I explained our interest in getting copies of the earlier records, partly as insurance against loss in case of fire, partly to centralize important historical research material at Springfield. The county clerk, circuit clerk and deputy recorder, the custodians of the records in which we are interested, expressed a keen interest and enthusiasm for this, and urged me to send Mr. Hansen over to start the work as soon as possible. The circuit clerk, Mr. William Lyons was especially interested and even pointed out a desk which he would put at Mr. Hansen's disposal for as long as needed.

It seems to me that this is an unusual opportunity to start our photographic project about which we have been talking for several years. Peoria is a typical slow-growing county to which all of Northern Illinois including Chicago was at one time attached. Mr. East showed me the records on the estate of William H. Wallace, an early Chicago merchant who died in 1828. Included in these papers is the administrator's report on an auction sale which was largely attended. Mr. East claims that this is the most complete list known of residents of Chicago and vicinity at that date. It also gives a good picture of an early pioneer store and of the household equipment and farm utensils of the day.

Our original plan was to start copying the records of the twenty oldest counties of the state, in which list Peoria does not happen to be included. It now seems preferable to experiment first to ensure the most efficient method of copying, and to start at some court house where we are sure of the cooperation which we will get at Peoria. Mr. East is in a position to get helpful local publicity and support for us, and has, in fact, already laid the

groundwork by his WPA project on local history sponsored by the Peoria Historical Society.

This visit to the court house accomplished one other thing. For the first time I have been able to get an idea of the amount of work involved. The Historical Records Survey inventories, detailed though they are, cannot indicate the number of volumes covering a given period. They can only indicate that the deed books, for example, cover the period 1825 to date and comprise, let us say, 300 volumes. Naturally the rate of growth has been larger in more recent years, and one can only guess about the number of volumes covering the period prior to the civil war. This visit to the court house gave me a good idea as to the amount of work involved.

The volumes in which we are particularly interested are as follows:

County clerk's office (Mr. Leonard Sours)	
County commissioners' proceedings, 1825-49	6 vol.
These were all we saw, but there must be at least 2 more before 1860	2 vol.
Marriage records, 1825-60	3 vol.
Common law and naturalization records, 1855-65	3 vol.
	<hr/> 14 vol.
Probate Court Records	
Wills 1837-49	2 vol.
Probate records, 1825-61	9 vol.
Will records, 1850-75	3 vol.
Executors' record, 1858-75	1 vol.
Administrators' record, 1856-65	2 vol.
Peoria Pioneers to California, 1849.	1 vol.
The rules, etc. of a company organized to migrate; did not do so as a group but most went separately. Not a county record so we might be able to get for the archives	
	<hr/> 18 vol.
Circuit Court	
Common law record	12 vol.
Chancery record	9 vol.
General court record, 1825-	2 vol.
Judgment and appearance records	7 vol.
	<hr/> 30 vol.
Recorder's office (Mr. Adams)	
Tract entry book (transcribed original land entries)	1 vol.
Deed and mortgage records	54 vol.
Possibly some early plat books	
	<hr/> 55 vol.
Total	<hr/> 117 vol.

These volumes vary in size from a few pages to 650 pages. My guess is that these records will run to approximately 35,000 pages,

counting two pages to a frame or sixteen to a foot, 2500 feet of film at \$2 per 100 feet would bring the cost of film for the Peoria project to about \$50.00. The chemicals would not add as much as \$5.00 to this cost. Mr. Hansen examined some of the volumes from the point of view of difficulty of photography such as handling bindings, fragility of paper, filters, etc. and announced that the work could go fairly rapidly as there seemed to be no unusual conditions to be met. He thinks it would take from one month to six weeks to film all these volumes, exclusive of time out for developing. I recommend that film be purchased sufficient for this project and that the records of Peoria County be filmed immediately, as an experimental project, keeping accurate cost records so that we may have some basis for developing plans for future field work.

The statement has been made that the Historical Records Survey of Illinois now owns a camera and that the State Library may not need to start this work. I discussed this matter with Dr. Van der Weestyne the last time he was in Springfield. He tells me that this camera is to be used first to reduce to film the CWA records of Illinois, then it will probably be used for similar work on PWA and WPA. At any rate, it is unlikely that this camera will be available for use in copying county records for some months, if at all. Even if it did become available, with 102 counties in the state both the State and WPA cameras could be employed concurrently for several years before the copy work could be completed. I am assured that the WPA work will be planned to supplement not to duplicate our work.

The destruction of the Brown County Court House this Spring, fortunately without loss of records, and the constant destruction of records which is going on, particularly when moving into new court houses, emphasizes the necessity for starting to copy records as soon as possible.

Previous reports have dealt with this subject. I will not repeat here, but wish to read into the record pages 7, 8 and 9 of the appended pamphlet: "The Preservation of Local Archives: a Guide for Public Officials, prepared by the Public Archives Commission under the direction of the American Historical Association, Washington, D. C. 1932." We purchased 1000 copies of this pamphlet for local distribution at the time it was published. This was sent to every local public official in the State, and has been and still is in frequent demand. At Mr. East's request copies were sent this week to six of the Peoria County officials. The officials to whom it was originally sent are now largely out of office. Our supply has now been reduced to a scant half dozen. I wonder if it might not be desirable to ask permission of the American Historical Association to reprint this by photo-offset and again circulate the pamphlet as a follow-up to the HRS. I understand that the pamphlet is out of print as an AHA publication.

## CONVENTIONS

I attended the third annual meeting of the Society of American Archivists held at Annapolis, Maryland, Oct. 13 and 14, 1939. All meetings except one luncheon were held at Carvel Hall which provided unusually good facilities for a satisfactory conference. Although the program was exceptionally interesting, I was unable to attend many actual sessions because of committee duties, no time being allowed by the program for such necessary meetings. Most of the papers will be printed in the American Archivist. The stimulation which resulted from contacts with persons having similar problems and interest, though intangible, was more than justification for attendance.

The first session, Friday morning, was devoted to the topic, "The Editing and Publication of Archival Documents." Dr. Solon J. Buck, director of publications of the National Archives acted as chairman. Speakers were Dr. C. C. Crittenden of the North Carolina who reported as chairman of the Society's committee on publication; Dr. Julian P. Boyd, secretary of the Historical Society of Pennsylvania; and Dr. Clarence E. Carter, editor of the U. S. Department of State publications, who acted as discussion leader.

Dr. Crittenden's committee recommended the publication of a manual for publication of archival documents, the exchange of reports among archivists, the publication of "finds" and accessions in the American Archivist, and the laying out of a long range publication program by a committee of the Society.

Dr. Boyd lamented our inefficiency in the selection of documents for publication, a matter which must be remedied in the light of present day publication costs. He cited the cost of the War of Rebellion records as \$2,850,000. He thinks a mathematical formula can be worked out for publication by microfilm, near-print and print, based upon probable distribution. He suggested microfilm for 1 to 5 copies, near-print for a maximum of 2000 copies, print for all others. He cited the proposed edition of Writings of Benjamin Franklin as a project of national importance. Long serials might be published by microphotography, as for example, Poor Richard's Almanac. He then announced a new policy of the Pennsylvania Historical Society to permit free use and copying, except for commercial publication, of all materials belonging to the Society. This policy he seemed to think revolutionary, but to many of us of the Middle West who pursue such policies as a matter of course it seemed surprising that there should be any question on this point.

Dr. Carter, in opening the discussion, stated that microphotography cannot serve everyone and he fears that there may be a cessation of documental reproduction for wide distribution if microphotography is over-emphasized. He urged the publication of extensive series and calendars for federal and state archives, and stated that Congress has never been unfriendly to appropriations for publication if rightly approached. Dr. Paltsits of the New York Public Library and Dr. Kenney of the Canadian Archives pointed out the dangers of misinterpretation from exclusive use of photographic copies without interpretative editing. Dr. Paltsits also pointed out the difficulty of procuring funds for the purchase of originals

if photographic copies could be purchased for a song by other institutions ~~which~~ <sup>when the same institution</sup> had spent thousands for them.

Most of the discussion, however, centered around the proposed manual for editing archival documents for publication. Some felt a manual would interfere with creative genius, that every document brought its own editorial problems which had to be solved individually. Others contended that amateur historians have and always will attempt to publish documents, and that they should have some sort of a guide. Dr. Buck mentioned as an example a simple manual issued some years ago in France giving simple directions for the arrangement of archival material and editing historical manuscripts.

The Friday luncheon was held at the Officers' Club, U. S. Naval Academy. Addresses of welcome were made by Chief Judge Carroll T. Bond of the Maryland Court of Appeals, on behalf of the Hall of Records Commission; and by Governor Herbert R. O'Connor, for the State of Maryland. Inuendos in the speeches revealed comfortably that women are not the only felines and that political feuds are not confined to Illinois politics.

The Friday afternoon meeting was devoted to the general subject of "State and Local Archives". Unfortunately I had to miss this because of the meeting of the Council of the Society ~~which met~~ at the same time. It would of course be out of order for me as a member of the Council to report here on the deliberations of that body. Two matters of interest to Illinois came up for discussion. Dr. Newsome, chairman of the Society's Committee on Uniform State Legislation reported a model state law on archives, compiled with the assistance of lawyers. None of the members of the Council had had time to study the report in detail, but objections were raised to minor points. An attempt will be made to iron these out so that the National Committee on Uniform State Legislation can have time to prepare a model law for submission to 1941 legislatures. Although in its present form this report is confidential, I am sure there would be no objection to my showing a copy to Mr. Hughes and you. I will send this over as soon as Mrs. Reeder has time to type copies.

The other matter relates to the refusal to join with other societies interested in the work of the Joint Committee on Materials for Research of the American Council of Learned Societies in an overlapping conference with A.L.A. next year. The proposal was made by Dr. Kuhlman. I alone voted in favor of such a conference and hope the other organizations involved go forward with plans for such a conference.

The annual dinner of the Society was held Friday evening. President A. R. Newsome read a very fine presidential address on "The Archivist in American Scholarship". As this is to be published in the next issue of the American Archivist, I will not attempt to summarize it here.

The annual business meeting followed. Dr. Waldo G. Leland, Secretary of the American Council of Learned Societies was elected President. Dr. Leland is one of the pioneers in the archival field in America, and his work has brought him contacts

both here and all over the world which make him one of the most widely known of American scholars. Aside from his knowledge of archival problems, the prestige which his election brings to the Society is of incalculable value.

Saturday morning the Sub-Committee on Archives of the American Historical Association held a meeting. The committee has been casting about for a long range program for a follow-up of the Historical Records Survey. The Committee agreed that the greatest need right now is to get a true picture of actual archival conditions in the United States. The form which this survey will take has not been definitely decided upon. I am to draw up a full description of the Illinois archives establishment based upon a questionnaire similar to, but more extensive than, the publication on European archives published in 1936 by the League of Nations. This will aim to inform a scholar proposing to come to the Illinois State Library as to just what he can expect to find here, not only as relates to categories of records, but also as to conditions for their use, our organization, relation to other institutions, including county repositories, etc. - in other words, to relate Illinois archives to an institution. Dr. Davis of Louisiana is to prepare a philosophical essay on the archival situation in Louisiana, similar to Dr. Coleman's recent article in the American Archivist. These two articles are to be mimeographed and sent to certain key persons for criticism. The particular type deemed most useful will then be fixed upon by the committee and the best informed person on archives for each state be asked to prepare a survey for his state.

The committee was joined later in the morning by Dr. Evans and by Mr. Archibald MacLeish, new Librarian of Congress. A very interesting meeting of the Society on Problems in Archival Administration was out in order to participate in a free for all discussion of a proposed Library of Congress drive for collecting research materials from Europe before they are destroyed by war. Mr. MacLeish proposes that the various learned societies should immediately compile lists of lacunae and that a commission be sent to Europe to purchase books and to photograph materials not otherwise attainable. It was pointed out to him that it is already too late to accomplish much this way since most major libraries and archives are already closed and their treasures in storage. Dr. Evans seems to be angling for the job.

Saturday noon Dr. Herbert Heaton of Princeton University spoke entertainingly and wittily on "Finding, Preserving and Using Business Records". His address dealt largely with his experiences in tracking down early mercantile records in England.

Saturday afternoon I spent at the Maryland Hall of Records. I had visited this institution several times since its completion. Since the basic plan of the Illinois building was strongly influenced by the Maryland building, I was interested in comparisons primarily. I like the built-in museum cases better than ours, otherwise I think the Illinois building has corrected most of the faults in the Maryland building.

I was particularly interested in their fumigating vault as Dr. Robertson, the late archivist, and I had discussed the type of fumigation to be used before either of us purchased machines. He

decided to purchase the vacuum type used by the National Archives. This is a more expensive type but has the advantage of speedier action, records having to be left in the vault only 3 hours as against our 15 to 20 hours. The National Archives thinks the vacuum type more efficacious though ours has given complete satisfaction. Dr. Robertson had purchased the smallest size, which would hold only about 2 or at most 3 legal size drawers as against our capacity of about 100 drawers. The Maryland unit would be entirely inadequate to our needs. We bring in large quantities of material at one time and accept only the capacity of the fumigator at any one shipment. Therefore, we never run the risk of insect infestation. Judging from labels I fear that rule is not observed at Maryland. The Maryland vault seemed to be very complicated in operation, being loaded down with guages, adjustment wheels, etc., which would require a mechanic to operate the machine. Our own fumigating vault is so simple in operation that we never need fear fumigation will be skipped.

The other interest at the Hall of Records was the repair department. The chief of this division is a woman who before the depression was a professional book-binder specializing in rare books. I had expected to see a Barrows laminating machine here, but the new machine had not yet arrived. At present they are using the crepelin method of repair. A Barrows repaired book was on display in the department. In appearance one would not notice that it is not crepelined. Mr. Barrows recommends the use of tissue as a reinforcement for the cellulose acetate. I had feared that this would tend to obscure the writing. In this sample volume I would not have noticed this paper unless I had known its presence. The objections to the laminating method which I had noted before-namely the glazed finish and the impossibility of removing the cellulose acetate-have apparently been overcome with the Barrows machine. I asked Mr. Barrows about the speed of operation. Apparently the time is approximately the same as for crepelin repair. Two persons, however, could work together advantageously here - one person to prepare the documents, one to operate the machine. As a result of discussions with Mr. Barrows and others familiar with his work, I am now ready to recommend the purchase of a Barrows machine as soon as finances permit.

The apparatus for straightening parchment was new to me. Although we have few parchment records here I am frequently asked advice about methods of flattening it, and have had to confess ignorance as to the best method. The Maryland apparatus consists of a wood frame about four feet square, held about three feet from the floor. Across this is a fine fish net stretched taut. Another frame about the same size and adjustable up and down has a number of threads with weights attached. The parchment is laid out on the fish net, sprayed with water from an atomizer, and clips, such as we use for drying film, attached all around the edge of the parchment. To these are attached strings with lead weights to give an even pull. The top frame is also lowered. Additional moisture is sprayed on until the creases are gone and the document kept at an even dampness until finally dry.

I was also interested in the presses used for drying manuscripts. These are wood and larger than ours. Just in case we should ever wish to purchase one like them, I noted that they are



manufactured by the Hocking Valley Manufacturing Co., Lancaster, Ohio and they are number 303.

Saturday evening I attended the closing dinner session. The toastmaster was President Stringfellow Barr of St. Johns College. I was particularly interested in meeting him because of recent experiments in restoring the old classical curriculum. In appearance Mr. Barr resembles Boak Carter. He is young, of forceful and magnetic personality. Two papers were read. Preceding the reading of the papers Dr. Boyd was asked to discuss the new policies of the Pennsylvania Historical Society which he had mentioned several times during the meeting. He read a forty-five minute paper, chiefly about his philosophy of history.

Dr. Kenney of the Public Archives of Canada gave an address on "What the Research Scholar Expects of an Archival Establishment". Among other things he said most archivists are not sufficiently sympathetic with the visiting scholar who has a great deal of work to do and very little time or money to spend on his researches. He plead for longer hours of opening. The Canadian archives search room is open all night, and persons properly introduced and vouched for may use the archives after staff hours. A policeman is on duty. The archivist reserves the right to designate any papers as restricted so that papers may be refused entirely or called in before the reference staff leaves. I fear such an arbitrary selection as to who can stay all night and what they may or may not see would be impossible in a democracy. Our archives are public records and must be shown to everyone on an equal basis. I can imagine what would happen if we let our friend Professor A whom we regard as honorable and responsible use a record after hours, at the same time reserving the right to refuse an equal privilege to Senator B whom we suspect of wishing to tamper with the document. Again, the Canadian archives are not semi-current records as so many of ours are and are used practically entirely for historical rather than legal purposes. I suspect this liberal open house policy in practice is less liberal than it sounds. I do agree with Dr. Kenney, however, that the visiting scholar has a right to expect prompt and efficient service from the archivist and all possible photographic and other facilities for effective utilization of his time.

The Franklin D. Roosevelt Library at Hyde Park is to be directed by the National Archives. It was interesting therefore to hear Dr. Connor, head of that institution tell us about it. He brought out little that has not already appeared in print. President Roosevelt himself felt that the library should collect material on all phases of the New Deal and private papers of the other officials of his administration. Therefore he was unwilling to have the institution bear his name. He suggested "Hyde Park Library", but there is a town public library by that name. Then he suggested "Crum Elbow Library". Dr. Connor skipped lightly over that touchy point. He also explained some of the reasons why Roosevelt did not want this library at Washington. In as much as most other presidential papers are at the Library of Congress there has been considerable criticism on this point. Dr. Connor believes he was partly influenced by the belief that the Spanish archives would have fared better if decentralized. Possibly he

has been watching the Hayes Memorial Library at Freemont, Ohio. This institution is building a research center on all phases of reconstruction. Because it devotes all its time and resources to this one subject, it can be reasonably complete, whereas if the Hayes papers were in the Library of Congress they would be a relatively small section of a large manuscript department which probably would have neither the time nor the money to devote to building up the collection. At any rate, President Roosevelt considered that the proximity of Hyde Park to New York as a research center would not make it seem isolated.

### Massachusetts Archives

One morning on the return trip was spent in the Massachusetts archives as the guest of Mr. Robbins, the archivist. The Massachusetts archives is a division of the Secretary of State's office and has authority to take records only from that office. The department is located on the fourth floor of the State House and comprises a storeroom approximately 30 by 40 feet, a combined workroom and reference room, and the photostat room. The photostat serves all commonwealth departments as well as the archives. Two machines are operated. The records are kept in old fashioned steel shelf and document file cabinets. The only fire protection seems to be roller curtains and fire extinguishers. I was told that the "building is strictly fireproof", though the document room had a wood frame skylight and the entrance door was thin wood with a glass panel and an ordinary tumbler lock. Documents dating back to the foundation of Massachusetts Bay Colony are still folded and filed in document boxes. Most of the older documents have been bound, and a recent WPA project has been rebinding them. This binding looked well but was too tight to permit photography. The Charter of Massachusetts Bay Colony is kept in a wall safe in the outer office and seems to be in excellent condition. It seems to bad, however, that this could not be more prominently and publicly displayed. I visited this institution in 1922 and again in 1930 and can see no improvement in the miserable housing facilities. Mr. John H. Edmonds, archivist for many years, died about ten years ago. Since then the archivists have been indifferent political appointees. Mr. Robbins, the present incumbent, was appointed two years ago and seems much more alert and interested, attending all meetings of the Society.

If the Massachusetts archives is poorly housed, its indexes are the envy of other archivists, for these records are probably the most thoroughly indexed of those of any state. Mr. Robbins gave me a set of sample printed forms used. Each major file is separately indexed though there is also a miscellaneous name index. A staff of three spends practically all its time indexing. The most interesting and among the most valuable of the records are the witchcraft papers. I did not examine many individual documents, however, on account of time limitations.

### Illinois Library Association Conference

I attended the 43d annual conference of the Illinois Library Association held at Peoria October 26-28. The Archives Division of the State Library was honored by the election of its Document

Archivist, Mr. S. Ambrose Wetherbee as Secretary for the ensuing year. Mr. Nathan Levine of the Chicago Public Library was elected President.

As the value of the meeting to me was largely on the side of widened personal contacts rather than for the application of the papers to archival problems, I shall not attempt to report upon the papers I heard. I attended the following sessions: Thursday P.M.: General Session; Thursday evening, concert and reception at Bradley Polytechnic Institute; Friday morning, part of the Trustees' section; Friday morning, part of the Trustees' section; Friday noon, Children's Section Luncheon; Friday afternoon, Reference and Loan Section; Friday evening, the annual dinner; Saturday morning, the General Session.

Of these meetings I was particularly interested in a paper given by Mr. M. L. Houser of Peoria entitled, "Abraham Lincoln, Reader". In connection with this Mr. Houser exhibited and discussed a part of his collection of books which it is known that Lincoln read and was influenced by. Mr. Houser has promised to loan these books to us for exhibit purposes.

As elsewhere reported, I made some profitable contacts at the Peoria Court House which more than justified attendance at the convention.

Respectfully submitted,

ILLINOIS STATE LIBRARY  
Archives Division

Superintendent

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THE SOCIETY  
OF  
AMERICAN ARCHIVISTS

*Third Annual Meeting*

PROGRAM

**CARVEL HALL**

**ANNAPOLIS, MARYLAND**

***October 13 and 14, 1939***

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THE SOCIETY OF AMERICAN ARCHIVISTS was invited to hold its Third Annual Meeting at Annapolis by Dr. James A. Robertson, its vice-president. Subsequent to his death on March 20, 1939, his successor as Archivist of Maryland, Dr. Morris L. Radoff, graciously took over local arrangements.

Registration will be conducted in the lobby of Carvel Hall, the headquarters hotel. Members and guests are urged to register and purchase tickets for luncheons and dinners either by mail in advance or promptly on arrival. The registration fee is 75 cents. Luncheons are 85 cents and dinners \$1.25. Please make checks payable to Morris L. Radoff, and address correspondence to him in care of Carvel Hall, Annapolis. Requests for room reservations should be addressed directly to the hotel.



## PROGRAM

**Friday, October 13, 10:00 A. M.**

BALLROOM, CARVEL HALL

### THE EDITING AND PUBLICATION OF ARCHIVAL DOCUMENTS

*Chairman:* SOLON J. BUCK, The National Archives

Publication Policies for Archival and Historical Agencies

C. C. Crittenden, North Carolina Historical Commission

St. Columba, Peter Force, and Robert C. Binkley; The Lesson They Teach

Julian P. Boyd, Historical Society of Pennsylvania

Discussion Leader:

Clarence E. Carter, U. S. Department of State

**Friday, October 13, 12:30 P. M.**

OFFICERS' CLUB,

UNITED STATES NAVAL ACADEMY

### LUNCHEON CONFERENCE

*Presiding:* A. R. NEWSOME, President of the Society

Addresses of Welcome:

For the Hall of Records Commission

Chief Judge Carroll T. Bond, Maryland Court of Appeals

For the State of Maryland

Governor Herbert R. O'Connor

**Friday, October 13, 2:30 P. M.**

BALLROOM, CARVEL HALL

### STATE AND LOCAL ARCHIVES

*Chairman:* THEODORE C. PEASE, Editor of *The American Archivist*

State Archives

William D. McCain, Mississippi Department of Archives and History

Local Archives

Lewis G. VanderVelde, University of Michigan

The Historical Records Survey: An Outside View

William R. Hogan, Louisiana State University

## PROGRAM

**Friday, October 13, 7:00 P. M.**

MIRROR ROOM, CARVEL HALL

### ANNUAL DINNER

*Presiding:* GEORGE H. RYDEN, Delaware Public Archives Commission

Presidential Address:

The Archivist in American Scholarship  
A. R. Newsome, University of North Carolina

**Friday, October 13, 9:00 P. M.**

MIRROR ROOM, CARVEL HALL

### ANNUAL BUSINESS MEETING

**Saturday, October 14, 10:00 A. M.**

BALLROOM, CARVEL HALL

### PROBLEMS IN ARCHIVAL ADMINISTRATION

*Chairman:* LUTHER H. EVANS, The Historical Records Survey

Aspects of European Archival Administration, 1939

Emmett J. Leahy, The National Archives

A Study of Müller, Feith, and Fruin's Manual in Relation to Current Archival Problems

Arthur H. Leavitt, The National Archives  
Specifying Inks and Papers for Government Offices

Harold S. Burt, Connecticut State Library

**Saturday, October 14, 12:30 P. M.**

MIRROR ROOM, CARVEL HALL

### LUNCHEON CONFERENCE

*Presiding:* W. STULL HOLT, Johns Hopkins University

Finding, Preserving, and Using Business Records

Herbert Heaton, Princeton University

## PROGRAM

**Saturday, October 14, 2:30 P. M.**

BALLROOM, CARVEL HALL

### MAPS AS ARCHIVAL RECORDS

*Presiding:* FRED W. SHIPMAN, The National Archives

The Special Problem of Map Administration  
Lloyd A. Brown, William L. Clements Library

The Historian as a User of Archival Maps  
Samuel F. Bemis, Yale University

The Use of Maps in Boundary Problems  
S. W. Boggs, U. S. Department of State

Archival Maps as Illustrated by Those in The National Archives

W. L. G. Joerg

**Saturday, October 14, 7:00 P. M.**

MIRROR ROOM, CARVEL HALL

### DINNER SESSION

*Presiding:* FRANK STRINGFELLOW BARR, St. Johns College

Remarks from the New President of the Society

What the Research Scholar Expects of an Archival Establishment

James F. Kenney, Public Archives of Canada

The Franklin D. Roosevelt Library at Hyde Park

R. D. W. Connor, The National Archives



# The Society of American Archivists

## Officers, 1939

A. R. NEWSOME, <i>President</i>	JAMES A. ROBERTSON, <i>Vice President</i>
PHILIP C. BROOKS, <i>Secretary</i>	(Died March 20, 1939) JULIAN P. BOYD, <i>Treasurer</i>

## Council Members

(In addition to the officers named above)

OLON J. BUCK (1939)	MARGARET C. NORTON (1942)
CHARLES M. GATES (1940)	R. D. W. CONNOR (1943)
LAWRENCE M. WROTH (1941)	

## Editor

THEODORE C. PEASE  
(Sits with the council without vote)

## Committee on Program

WILLIAM D. OVERMAN, <i>Chairman</i>	
LESTER J. CAPPON	GRACE LEE NUTE
LUTHER H. EVANS	GEORGE H. RYDEN
HUGH FLICK	FRED W. SHIPMAN

## Committee on Local Arrangements

HONORABLE HERBERT R. O'CONNOR, *Chairman*

MORRIS L. RADOFF, *Secretary*  
FRANK STRINGFELLOW BARR  
HON. CARROLL T. BOND  
ISAAH BOWMAN  
HELEN L. CHATFIELD  
COLLAS G. HARRIS  
J. HALL PLEASANTS  
HON. GEORGE L. RADCLIFFE  
HON. J. MILLARD TAWES, JR.

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THE SOCIETY OF AMERICAN ARCHIVISTS was organized at Providence, R. I., in 1936, "to promote sound principles of archival economy and to facilitate cooperation among archivists and archival agencies." It carries on the work of the Public Archives Commission of the American Historical Association, which until the organization of the Society sponsored an annual Conference of Archivists. Membership is open to individuals "who are or have been engaged in the custody or administration of archives or historical manuscripts, or who, because of special experience or other qualifications, are recognized as competent in archival economy," and to "institutions or agencies that have the custody of archives or historical manuscripts."

The Society publishes a quarterly journal, *The American Archivist*. It has held annual meetings previously at Washington, D. C., and Springfield, Ill., and its membership, which includes official archivists and historical manuscripts custodians of historical societies, libraries, business and religious organizations, and others is widely distributed geographically. Those wishing to apply for membership or to recommend others as prospective members are urged to communicate with the secretary at the meeting or at Box 6154, Washington, D. C.

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Annapolis can be conveniently reached by electric line, The Baltimore and Annapolis Railroad, which makes direct connections with the Baltimore and Ohio Railroad at the latter's Camden Station in Baltimore; by bus from Washington or Baltimore (Washington to Annapolis an hour and a half); or by automobile *via* U. S. 50 or State Route 214 from Washington, State Route 2 from Baltimore, the Colonial Beach ferry from Fredericksburg, or the Matapeake-Annapolis ferry from Wilmington. Connections with through trains leaving Baltimore or Washington late Saturday night can be made after the dinner session.

Tours of historic Annapolis will be conducted for those who choose, leaving Carvel Hall at 9:00 o'clock and 4:30 o'clock on Saturday.

Those attending the meeting are cordially invited by The National Archives to visit that institution if they pass through Washington. It is suggested that they enter by the Pennsylvania Avenue entrance and go to the office of Thad Page, Administrative Secretary, who will see that tours of the building are arranged.





## THE SOCIETY OF AMERICAN ARCHIVISTS

THE SOCIETY OF AMERICAN ARCHIVISTS is a national professional body, organized "to promote sound principles of archival economy and to facilitate cooperation among archivists and archival agencies." By means of publications, meetings, and committee studies it is providing a medium by which those in the field can learn not only of interesting progress but also of methods and materials useful in the conduct of their own business. It is helping to stimulate the development of a nation-wide archival consciousness and among its members are many persons who previously have been without encouragement in their work of preserving historical records.

The Society carries on the work of the Public Archives Commission of the American Historical Association, which from 1899 to 1936 greatly furthered the understanding and solution of national and state archival problems. That Commission inaugurated in 1909 an annual Conference of Archivists. Out of that Conference grew the Society, which was organized at Providence, R. I., on December 30, 1936.

The Society's administration is vested in a council consisting of four elective officers and five elective council members. Annual meetings are held in various locations convenient to the majority of the members and possessing interest

to archivists, such for example as Washington, D. C., and Springfield, Ill., chosen for the first and second annual meetings respectively. So far the Society has held a joint session with the American Historical Association at each of the latter's annual meetings.

For the year 1937 the Society published a one hundred page volume of *Proceedings*. This included papers presented at and minutes of the organization meeting and the first annual meeting. *The American Archivist*, a quarterly journal was established with the issue of January, 1938, and is circulated among members and subscribers. It contains extended articles on various phases of archival economy and administration and descriptions of collections of archival material; abstracts of articles in foreign journals which may have interest for American archivists; news notes concerning personnel, materials, new methods, new buildings, and other matters relating to national, state, local, business and other archives; and reviews of books. The publications are under the direction of an editor and four editorial board members elected by the council.

The scope of the Society's interests is indicated by the fact that it has committees appointed and active in the following fields: public relations, cooperation, international relations, terminology, training of archivists, classification and cataloging, equipment and mechanical techniques, reduction of archival material, archival publications, motion pictures and sound recordings, maps and charts, business archives and membership. The personnel of these groups represents all sorts of archival activity, insuring the consideration of their respective subjects from various aspects.

### THE SOCIETY OF AMERICAN ARCHIVISTS

(To be mailed to Box 6154, Washington, D. C.)

TO THE SECRETARY,

SIR:

I request that this application for membership in the Society of American Archivists be presented to the council at its next meeting. I enclose check for initial payment of dues, of which three dollars and a half is for a year's subscription to *The American Archivist*.

Date

19

Name

Mailing Address

Official position (if an individual)

Official representative (if an institution)

(Dues for individual membership are five dollars a year; for institutional membership ten dollars a year; for life membership one hundred dollars.)

(OVER)

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# THE SOCIETY OF AMERICAN ARCHIVISTS

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Box 6154  
WASHINGTON, D. C.

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As a non-profit organization, the Society depends upon membership and subscription fees for the financing of its publications, the work of its committees, and any special projects it may undertake for the benefit of the profession. While its growth has been encouraging so far, it needs the support of more members and subscribers. Membership is open to individuals "who are or have been engaged in the custody or administration of archives or historical manuscripts, or who, because of special experience or other qualifications, are recognized as competent in archival economy," and to "institutions or agencies that have the custody of archives or historical manuscripts." Individual members and representatives of institutional members are entitled to participate in the activities of the Society and to vote at its business meetings. Fees for individual membership are \$5.00 a year and for institutional membership \$10.00 a year. Life memberships are available at \$100.00. Of each amount, \$3.50 a year is for a subscription to *The American Archivist*. Persons and institutions are welcome to subscribe to the journal, without membership, at the rate of \$5.00 a year. Subscriptions have been received from numerous state, university, city and other important libraries. Applications for membership, subscriptions, suggestions and inquiries should be addressed to the secretary, Box 6154, Washington, D. C.



## THE SOCIETY OF AMERICAN ARCHIVISTS

The council desires for the records of the Society information as to your archival experience and special interests among archival problems. For institutional members please enter the date of foundation, character (state, private, company, etc.), size, and outstanding archival collections.

From Review of Inventories of County Records and Miscellaneous State and Local Archives. Comp. by the H.R.S. 1937-39, in American Historical Review Oct. 1939 p.161-162

As only a small portion of the publication program has been completed, certain observations are submitted by way of constructive criticism. The rate of production of these inventories seems unwarrantably slow. Inventories covering some two hundred counties are now at hand, and since actual publication was begun two years ago with a maximum capacity staff, simple arithmetic will show that the present rate of production will require thirty years for completion. If funds and staff are reduced in the near future, an eventuality not unreasonable to anticipate, even a more formidable protraction is to be feared. A careful examination of these inventories, supplemented by visits by the reviewer during the past few years to a very large number of county seats from Maine to Georgia, has resulted in the following recommendations for accelerating production without real loss of the major objective: (1) Compress future county inventories through the use of symbols and abbreviations and by consolidating serials where feasible. The bulkiness of the present material actually obviates its ready use by students. For the state of New York alone fifty-seven volumes are scheduled to appear, not including the inventories of state, town, and village records or of the five counties of New York City. The inventory of New Haven County is to contain ten volumes, of which only one, dealing with more recent material, has appeared. The two North Carolina volumes so far published, comprising inventories of sixty-nine counties, should serve as a model for studies in other states. (2) Reduce the detailed explanatory and historical prefatory matter which, while useful, is not strictly essential, contains much duplication, and contributes materially to delay in publication. (3) Concentrate strictly upon the original purpose of the project--the survey of state and local records--and eschew attractive but time-consuming sidelines, such as vital records studies, church inventories, of which five from widely scattered areas are included in the present group of reports, surveys of religious congregations, ambitious historical bibliographies, state-by-state check lists of American imprints, random surveys of material in historical societies which should be performed by the societies themselves, studies of county formations and boundary changes, and calendars and transcriptions of personal papers. All of these projects have a definite value but should be subordinated to the major task at hand. (4) Give precedence in publication to the inventories of the older counties, so that in the event that the project is soon terminated a more consistent chronological pattern will be available. For New Jersey, Maryland, and Virginia, where there are outstanding collections of colonial county records, a modification of the present publication program along this line is badly needed. No publication for the first-named state is included in the present group of inventories. For Maryland inventories have appeared for three counties, all late in settlement, whereas Mr. Seisoo's published inventories of the county court records for that state should have served as a nucleus for the completed inventory of the great tidewater collections. No tidewater material has been published for Virginia, and, although in many cases its judicial and land records have been assembled at Richmond, only one county has been included in this collection. (5) Discontinue all calendaring projects, owing not alone to the time required but also to the limited training and background of the average project worker.

An Amite County, Mississippi, court item is described as "showing style of case". An item in the calendar of the Essex and Old Norfolk, Massachusetts, miscellaneous manuscripts describes a paper as a "Request to the court of sessions by John Woodbridge for authorization to reduce his servant's wages", whereas in reality it is a petition to postpone a trial of his servant for fornication. (6) Utilize inventories already prepared, in many cases along lines parallel to those of the H.R.S., as local county records projects.

The completion of the inventory will be great boon to historical scholarship in this country. A fragmentary performance will be all but worthless. It is in this spirit that these criticisms have been offered, for the historical profession will be forever indebted to Dr. Luther Evans and his associates in this enterprise for unearthing many valuable records, saving many others from destruction and disintegration, and inspiring throughout the land a vigilant attitude toward the custody of our local archives.

The City College, New York.

Richard B. Morris.

**Archives Documents**

**October 1939**

**Deposits**

**Historical Records Survey Publications**

**14 vol.**

**Calls in Archives Reference Room for month of October, 1939**

Corporation Reports - - - - -	90
Corporation Cards - - - - -	30
Notaries - - - - -	4
Trademarks - - - - -	6
Election Calls - - - - -	55
Executive - - - - -	2
Securities - - - - -	5
General Assembly - - - - -	8
Enrolled Laws - - - - -	33
Broker's File - - - - -	1
Lands Patent - - - - -	5
Genealogy Index - - - - -	2
Official Bonds - - - - -	4
Index Contracts - - - - -	1
Census Schedules - - - - -	3
Sangamon County Election Returns - - - - -	1

**Archives Catalog Statistics**

**October 1939**

**Catalog Cards from General Catalog Department 37**

**Historical Records Survey Inventories cataloged 14**

ILLINOIS STATE LIBRARY

Archives Division

Report for November, 1939

Accessions.

Corporation reports for 1937. About 40,000 documents.

These are now being filed in with previous reports covering the period 1910-1936. These reports are filed in one alphabet, all reports for each corporation being kept together. When first transferred to the archives these reports were inactive, due to an inadequate filing system. They are now our most active file and considerable time is spent by the archives staff in servicing them. Mr. Margrave prefers that they be kept in the archives rather than a departmental vault, partly because he does not have a full time clerk to send to work with them, but largely because an experience he had with one of his own clerks tampering with the records makes him feel they are safer with us because of the records we keep on use.

Secretary of State Bookkeeping Department. 2 ledgers.  
1929-33.

The question has arisen as to whether to place the Secretary's bookkeeping and accounting department records in a departmental vault. Mr. Richardson is rather inclined to think that the records anteceding Mr. Hughes' administration should be in the archives, and those of the current administration in a departmental vault. He thinks vouchers over 10 years old might be destroyed. He is satisfied with the present arrangement and I think for the time being perhaps it would be as well not to have the vouchers in the departmental vault, but to have them all where they are.

Gross' Index to Session Laws, 1819 to 1869, a very rare volume which we have been trying to acquire for years, was presented to us by Judge Paul Farthing of the Supreme Court.

No other records have come into the building during the month, but I am negotiating with several departments for the transfer of records to the archives. The Insurance Department, Illinois Commerce Commission, Mines and Minerals Department and Historical Library are likely to send certain records shortly.

The Securities Department recently cleaned out a small storeroom and found some records which should be added to their files, also a number of books, some of which they wanted, some which we can have. We brought everything over and fumigated it. Mr. MacDonald is cleaning it now. Mr. Jolly also sent some miscellaneous material. He has already located some early unbound house and senate journals, blue prints for the Centennial Building, some securities records, etc.

Conversations with representatives of the various State departments regarding transfers of records continue. They are giving serious thought about their whole record-keeping system as a result of being limited as to space.



Mr. Hill, chief of the Statistics Division of the Department of Public Welfare who is most interested in the records of that department, spent two and a half hours with me one afternoon. He is making a search for the missing records of the various boards which preceded the Welfare Department and is anxious to help us get a complete file of the printed reports as the next best thing to the proceedings and other missing records. (A splendid argument in favor of treating public documents as archives.) He is also going to try to get early bound records of some of the state institutions for us, though I am a little dubious about his success there. He also discussed some of the current records problems.

Of great interest to me are Mr. Hill's consolidated name indexes. He has a file of the name of every inmate in every state institution, with the case history in some detail. These are on 5 x 8 cards. These cards cannot be sent to the archives or to a departmental vault until after the subjects are recorded as dead, because inmates both in penal and charitable institutions tend to be repeaters. In addition to these cards, he has punch cards for all items on the name cards, used for statistical purposes. He raises the question as to whether it is necessary to preserve both sets of cards indefinitely, and if not, which to destroy. He is inclined to think the punch cards the more valuable. Naturally the bulk is tremendous. He also raises the question as to whether the socio-historical value of the cards is not completed when the statistics for every possible correlation have been drawn off. My reply to that was that one cannot anticipate the future, and that at least one set of the cards should be preserved for at least twenty-five to thirty years so that time would test their value. I am glad to have the various departmental heads thinking along these lines and clarifying their thinking by discussing such matters with me. It helps me and I like to think it implies that they feel the archives has a function in relation to their work.

Staff work. Feeling that members of the staff frequently find interesting items in the records which they handle which they neglect to report, and that they can get interesting reactions from visitors which we should know about, I have asked each member of the staff to report to me informally each month anything about their work they think I would like to incorporate in this report for the department.

Mr. MacDonald has completed the repairing and assembling for the binder of volume 13 of the State Census for 1845. This month he completed Fulton County - 142 double pages. Fayette County also in volume 13 had been done earlier. These census schedules must be repaired and rebound, partly because they are in too bad physical condition for the constant use to which they are subjected, partly because at some time they were improperly bound into uniform size volumes. A signature of sheets was made by doubling together a certain number of pages, ignoring the fact that in most instances the writing ran across a double spread of paper. Thus half of page one might be so bound as to appear to be the second half of page sixteen, thus making correct use of the volumes almost impossible. It is of course very much cheaper for us to do the crepline repair work here.

In addition Mr. MacDonald repaired an old civil war newspaper printed on wall-paper, for a patron of the Princeton Public Library. We have asked them to remit the cost of the material, fifty cents, in stamp.

Mrs. Nelson reports that she has finished filing the applications series of Governor's Correspondence, 1866-1904. She has revised the filing in 19 drawers of the name index. She is now doing the preliminary filing in preparation for final filing in of the newly received Corporation Reports, and has this preliminary filing more than half done.

The Certificates of Qualification series has been unfolded and refiled by NYA boys under Mr. Wetherbee's direction.

Mrs. McFadden has finished filing 61st General Assembly records, also the election records of 1938. About bills and 100 other documents. She proof-read the Jo Daviess County census index cards so far as it had gone (started by one of the HRS workers) and is now finishing the index for that county. She is supervising the work on newspaper clippings relating to State departments.

Mr. Hanson has made copies and enlargements as follows:

300 Sangamon County Election Returns  
(The originals were deposited by the State Historical Library on condition that copies be given them for the Lincoln period.)  
Title page and first nine pages of Session Laws of 1821 made for filling in a defective copy made for Judge Farthing  
Copied Books I and II of Index to the Official Bonds filed in the Index Department of the Secretary of State.  
1800 pages. Has enlarged about 200 pages so far. These indexes are an alphabetical index coming down to date. Part of the records indexed are now in the archives, part in the Index Department. This necessitated having a copy of the index in each place.  
Copies were made of two bonds of Lincoln interest, for the Abraham Lincoln Association. We have never charged the Association for photographic work because Dr. Pratt, the Secretary, and his predecessors, have reciprocated in many other ways.

Mr. Wetherbee reported on the total number of state census schedules indexed. Present work is supervised by him. Most of this work has been done in recent months. Mrs. Dill of the HRS has done the major portion of the typing. Mrs. McFadden and Mrs. Reeder have each done several counties, and a little work has been done by other HRS employees. The counties now completed are as follows:

All of 1818 and 1820. Published in vols. 24 and 26 of Illinois Historical Collections

Adams County. 1855  
 Bond County. 1855  
 Brown County. 1855  
 Clark County. 1840  
 Clay County. 1840  
 Coles County. 1840  
 Crawford County. 1840  
 Edgar County. 1840  
 Effingham County. 1840  
 Fayette County. 1835  
 Franklin County. 1840  
 Fulton County. 1835  
 Hardin County. 1840  
 Knox County. 1840  
 Lawrence County. 1840  
 Livingston County. 1840  
 Schuyler County. 1840  
 Union County. 1840  
 Vermillion County. 1840

Other work under Mr. Wetherbee's supervision is indicated on the statistics sheets. It is difficult to evaluate his work statistically, for it is largely supervisory. He acts as assistant to the superintendent.

Under Mr. Wetherbee's supervision two HRS workers, Mr. Hildebrand and Mr. Templeton, have continued work on the public documents. A fuller report on the general subject of public documents as archives is appended to this report.

In addition, Mr. Hildebrand has started a much needed table of contents for the bound insurance reports in the archives.

Miss Turner has taken over the work started by me many years ago of the final arrangement of and making necessary indexes and analyticals for the legislative papers. Because the early journals were entirely unindexed and those of the middle period so incompletely indexed that it is impossible to arrange the bills (which were unnumbered for many years) in a usable manner, it is necessary to index the house and senate journals first. This I did in a complete and detailed manner for the period 1812-41. Indexes of a sort appear in most journals after that time, but no adequate lists of bills. Therefore we are indexing the journals 1845 on as far as necessary (I hope we won't have to go beyond the sixties) for bills only. I finished the work up to 1855. Mr. Wetherbee did one or two volumes, but this requires concentration and his duties do not permit him to continue the work. Miss Turner has finished the Senate Journal for 1857 and is about two-thirds of the way through the House Journal for 1859.

The next step is to number the bills as shown by the Journal Index. This is a difficult task requiring historical training, which Miss Turner fortunately has, along with an interest in the work.

The miscellaneous legislative material for the entire period has been sorted. This includes resolutions, petitions, reports of committees, etc. Miss Hassel's Index to Economic

Material in Illinois Documents, lists the earlier printed documents (from a somewhat different viewpoint than ours, but useable for our purposes), down to approximately 1900. Beginning with 1900 and coming down, I have tried to list every special committee and commission created by the General Assembly, to determine whether they were required to make a report, whether they did so, and if so, in what form, whether there is a copy in the archives, and if not, whether there is an extant copy elsewhere. This information is put on catalog cards in the form of analyticals, and is one of the most useful and frequently used of our reference tools. I propose to have Miss Turner complete this work for the earlier period. Our indexes indicate what these committees and commissions were, but we have no proper listings of holdings.

The final step in organizing the legislative papers will be listings of other individual items, making of catalog analyticals for important ones, and the indexing of some of the early petitions.

This detailed work on General Assembly papers is justified by the fact that these are the papers most frequently used by historians. We should be able to bring forth individual documents rather than files the contents of which we do not know.

Miss Turner's knowledge of and interest in history will make her quick to catch valuable material. She has already started a file of the sort of items so hard to find in a hurry. For instance, she has called my attention to 1859 bills for the incorporation of Pioneer Fire Company No. 1, City of Springfield; the incorporation of the Chicago Board of Trade; the incorporation of the Iroquois Horse Company ( an early vigilante organization).

Most of my own time this month has been given over to the petty interruptions of an executive, and to discussions with state officials regarding the transfer of records. My major piece of work was to index the 1939 session laws to bring down to date my index to State departments. This index I am using constantly in acquainting myself with the records which the various departments are required to keep. This information enables me to evaluate the inventories presented by the HRS. Dr. Labovitz, research specialist of the Tax Commission has used it intensively/ on several recent visits to the archives.

### Equipment.

The film vault air conditioning machine at last working satisfactorily, is again being used, after a thorough cleaning. The Photorecord camera shutter, sent to the factory for repairs, has been returned.

The lock on the Receiving Room door had to be sent to the factory for repairs. This is unfortunate as people are beginning to use the freight elevator too freely again and several times the watchman has found the exterior door left open, presumably by some unauthorized person going through the Receiving Room. We are hoping this lock will be replaced shortly. It was removed by Mr. Malloy's orders while we were in Peoria.

The cleaning machine which has been shut down for repairs for several weeks has now been put into working condition again.

Mr. Henderson, chief draftsman of the Architect's Office says he hopes the order for the new equipment for the departmental vaults can be placed by January 1st.

Archival Training. Dean Williamson of the School of Library Service of Columbia University has invited me to give a six weeks course on archives at the 1940 summer school. This course would not, like our own proposed archival internships, specifically train archivists. Primarily it would be a survey course to acquaint librarians with the significance of archives, the problems of archivists, and in general to attempt to enlist their support for better preservation of local records. This invitation from the oldest of our library schools I consider a high compliment to the Illinois State Library, and I am hopeful that the required leave of absence can be arranged. The only thing which I can see which might interfere with my being away would be the transferring of records into the departmental vaults. I am now checking the inventories and holding discussions with department heads so that I feel sure this will be all arranged even if some records should not yet have been brought into the building. It will be perfectly possible for me to keep in close correspondence with the office by correspondence for this relatively short period.

Visitors. A number of interesting visitors have come this past month. Among them might be mentioned Mayor Bernard F. Deekmann, Mayor of St. Louis, accompanied by several members of the Board of Education and Chamber of Commerce of that city, who were brought in by Mayor Kapp of Springfield. They went through most of the building, showing considerable interest. Professor Walter G. Inman, head of the History Department brought his American history class of a dozen or fifteen, who were taken through the building. Several sisters from the Rosary College Library School made two separate visits. The Art Appreciation Class from Springfield High School visited us one day. Dr. Paul Schroeder, state criminologist and director of the Institute for Juvenile Delinquency Research, spent most of one afternoon here going through the building and discussing delinquency records. Miss Buest, children's library specialist from the U. S. government, visited the building on October 31st.

Exhibits. Mr. M. L. Houser, president of the Peoria Historical Society, gave an interesting paper, illustrated with books, at the Peoria Meeting of I. L. A. His subject was "Books that Influenced Lincoln". I asked him if he would not loan some of these books to the Illinois State Library for an Illinois Day exhibit. Mr. Houser graciously sent us twenty volumes for exhibit in the Museum Room of the Archives. Mr. McCoy, publicity assistant for the State Library, assisted in preparing labels. The following books are on display:

#### THE BIBLE

Lincoln's literary style reflects his close study of the Bible.

This copy was the one used for swearing witnesses by Charles R. Matheny, County Clerk of Sangamon County, during the time Lincoln practiced law in Springfield.

#### LINCOLN'S FAVORITE POEM

REVISED LAWS OF ILLINOIS. 1829  
Lincoln first read from this book while recovering from frozen feet at the home of Major Warnick, Macon County sheriff. As a new voter he was interested in the chapter on Elections.

KIRKHAM'S ENGLISH GRAMMAR  
Mentor Graham, New Salem schoolmaster, induced Lincoln to study Kirkham's "English Grammar". Later Lincoln presented his copy to Ann Rutledge with the inscription, "Ann Rutledge is now learning grammar".

THE KENTUCKY PRECEPTOR  
From this book Lincoln memorized many of the speeches he recited at the village store, school entertainments, or to his fellow workers in the field. The latter were more pleased with his oratory than were his employers, whose crops did not benefit from his oratory.

RILEY'S NARRATIVE OF THE LOSS OF THE BRIG COMMERCE

This book was a best seller of Lincoln's day. It is the story of a young American sailor shipwrecked on the coast of Africa, taken into slavery by a band of Arabs, later ransomed and returned to the United States.

This story may have deepened young Lincoln's dislike for slavery.

DILWORTH'S A NEW GUIDE TO THE ENGLISH TONGUE

The first book that Lincoln studied, probably the first he ever read. It was a speller, reader and grammar combined and was interspersed with fables and scriptural passages.

OLIVER WENDELL HOLMES POEMS

Lincoln kept a little "blue and gold" copy of "Holmes' Poems" in his desk at Washington. He thought "The Last Leaf" one of the best examples of pathos in our language.

ELIZA COOK'S POEMS

Eliza Cook (1818-89) was an English poet. Her most famous poem, "The Old Arm-Chair" could once be found in nearly every series of school readers. Lincoln is known to have owned a copy of the poems.

#### **SIMSON'S THE ELEMENTS OF EUCLID**

After he was forty years of age and had served one term in Congress, Lincoln studied geometry, to learn to state a conclusion so logically that the proposition would be proved "with mathematical certainty" and be so well established as to "exclude the possibility of doubt or denial".

#### **PALEY'S WORKS**

Lincoln was especially interested in the chapters on "Evidences of Christianity" and "Natural Theology".

#### **SCOTT'S ABSTRACT OF INFANTRY TACTICS**

This book was furnished militia officers by the government; so was studied by Capt. Lincoln during the Black Hawk war in 1832.

#### **YANKEE NOTIONS**

In 1855 Lincoln is said to have carried a bound copy of the 1854 issues over the circuit. For a time it was his favorite book of humor.

#### **GOLDSMITH'S MISCELLANEOUS WORKS**

As a boy, Lincoln read "The Deserted Village" and other poems by Goldsmith, which he found in a school reader. This copy is a duplicate of a copy presented to Lincoln by Minian W. Edwards which was in turn presented to William H. Herndon.

#### **DEFOE'S ROBINSON CRUSOE**

All biographers mention that Lincoln read this work when a boy.

#### **AMERICAN MILITARY BIOGRAPHY**

This is supposed to be the identical work that Lincoln read while living at New Salem.

The work contains biographies of principal patriots of the Revolutionary War.

#### **CHAMBER'S VESTIGES OF CREATION**

Herndon believed that Lincoln got his idea of Creation from Chamber's book. It taught that creation is the result of development, thus anticipating Darwin.

#### **GIBSON'S SURVEYING**

A duplicate of the book on Surveying that young Lincoln studied at New Salem. The other work studied at the same time was "A System of Geometry and Trigonometry" together with a Treatise on Surveying, by Able Flint. He is said to have mastered both of these works in six weeks.

#### **CROKER'S SONGS OF IRELAND**

Lincoln was greatly interested in this collection of Irish folk songs and

remarked to his friend, L. E. Chittenden, "A good Irish bull is medicine for the blues".

#### WHITING'S THE WAR POWERS OF THE PRESIDENT

Lincoln consulted the Whiting book so frequently that Carpenter showed it in his picture, "The First Reading of the Emancipation Proclamation".

#### PRENTICE'S BIOGRAPHY OF HENRY CLAY

Lincoln read this campaign biography of Henry Clay, his life long political idol, while living at New Salem.

#### WELLS' ANNUAL OF SCIENTIFIC DISCOVERY FOR 1855

Lincoln wrote of this book - "I have always wanted such a book for years, because I sometimes make experiments and have thoughts about the physical world that I do not know to be true or false".

#### EDWARD LEAR'S BOOK OF NONSENSE

The rhyme on the opposite page was once quoted by Lincoln to illustrate the best method of allaying anger.

#### AESOP'S FABLES

Lincoln said of Aesop's Fables that he had read it so repeatedly and with so much care that he could rewrite it from memory without the loss of a single word.

He probably first read it as a child in Kentucky.

#### SHAKESPEARE'S DRAMATIC WORKS

Shakespeare was a favorite of Lincoln's from boyhood. His friend Jack Kelso of New Salem could quote Shakespeare "by the hour". He frequently carried a copy on his circuit travels.

On Sunday before his death, while he was returning from Richmond, Lincoln read Macbeth. Something impelled him to stop and repeat these lines:

"Duncan is in his grave;

After life's fitful fever, he sleeps well;

Treason has done his worst; nor steel,

nor poison,

Malice domestic, foreign levy, nothing

Can touch him further."

#### MARY G. CHANDLER'S THE ELEMENTS OF CHARACTER

Lincoln presented a copy of this book to his wife in 1854, underscoring a number of passages which especially pleased him. Ida M. Tarbell marked this copy to agree with the one Lincoln read. Open to a passage on Marriage.

All but three of the volumes belong to Mr. Houser. The Historical Library loaned the copy of the Bible and the Revised Laws of 1829 and volume containing the poem "Oh, why should the spirit of mortal be proud" belong to the State



Library. No copy of Kirkham's Grammar is available, but we included an explanatory label, knowing a total absence would be commented upon. A picture of young Lincoln sitting by a fireplace reading was contributed by the Art Department. Carl Giganti made the large sign for the exhibit, but the labels are photographic enlargements of typed labels, made by Mr. Hansen as Carl could not make so many within our time limit. The collection is displayed in the north cabinet in the Museum room of the Archives Building.

Although none of these books are the actual copies owned or used by Lincoln, they are duplicates of the editions he owned. Mr. Hansen is making copies of the title pages, pages exhibited, and of the more interesting bindings, one copy for us, one for Mr. Houser. Mr. McCoy is securing suitable newspaper publicity.

I am very anxious to see our second floor lobby used for suitable exhibits from the various State Departments. I have mentioned to a number of persons that we would allow the use of the space for such purposes. All seemed to like the idea, but nothing has come of it so far. One of the younger men from the Architect's office, Mr. Capps, said, "I wish we could show some photographs of some of the other interesting buildings we have erected recently." Another man remarked, "The State departments take themselves too much for granted. We know our work is valuable, but the public doesn't. I wish we could put on an exhibit which would show what we do and how we do it." I wish the Secretary of State could lead off with a really good display - maybe on the Automobile Department and its workings. The trouble is, no one seems to have the time to do it. I have neither the time nor the skill, and Mr. McCoy says the same, but I feel it would be something worth doing if we could sell some State department on the idea of doing it.

#### Historical Records Survey.

All inventories of State archives made to date are now, after a careful check, on file in my office. I am checking these lists for materials which I think suitable for the archives and for the departmental vaults. These checked lists I shall have copied so that in case I should be away when the records come in, no records not checked will come without a specific authorization from me. Of course, many of those I check the department heads will not wish to release, and some I do not check they will convince me are of more importance than the list would indicate. However, this is a necessary first step.

Inventories are still in process for the following departments: Agriculture, Illinois Commerce Commission, Public Works and Buildings. The Conservation Department has not been entered, but probably has few records other than financial records.

No inventories appear to have been made for any institutions or departments outside of Springfield. We have an inventory of the records of the old Illinois and Michigan canal, made by the federal archives project. These records are now in Lockport and I am trying to get them for the archives.

Institution records. Prior to 1909 each state charitable and penal institution was governed by its own board of trustees, subject only to a rather vague supervision by the State

Board of Charities. Presumably, therefore, the records of proceedings, etc. of these boards should be at the institutions. In 1909 the Board of Administration was created with duties similar to the present Public Welfare Department, and the boards of trustees were abolished. The important records subsequent to 1909 therefore should be at Springfield, but apparently those prior to 1930 have been destroyed.

In addition to the State Charitable and penal institutions there are the University of Illinois, the Normal schools, and the Natural history survey boards at the University of Illinois - the Geological Survey, Water Survey, State Entomologist, etc. All of these institutions except the University of Illinois is under the Department of Registration and Education. The surveys record their work in printed reports and presumably have no records for the archives. The schools mentioned have records of proceedings of their boards, which alone would be suitable for archives. Therefore, I do not feel that the failure of the HRS to survey these institutions is a material handicap.

But one HRS inventory has been published for Illinois this month: Fayette County, published by the county itself.

The following HRS inventories from other states have been deposited:

Connecticut: Towns. vol. 2: Avon, Berlin, Bloomfield  
Indiana: Counties. No. 11. Clay  
Louisiana: County - Parish Boundaries in Louisiana  
Maine: Towns: No. 4. Chesterville, Franklin Co.  
Minnesota: Counties: Martin  
Nevada: Counties: No. 6. Eureka  
New Jersey: Churches: 7th Day Baptist  
Ohio: Counties: No. 2. Allen  
Pennsylvania: Counties: No. 40. Delaware  
Pennsylvania: Guide to Depositories of Manuscripts  
in Pennsylvania  
Tennessee: Directory of Libraries in Tennessee  
Tennessee: History and Organization of the Shelby  
County Judiciary  
Utah: Counties. No. 5 Doggett  
Vermont: Calendar of Ira Allen papers  
West Virginia: U. S. Departments: Navy; Agriculture

My recommendations for the completion of the HRS work in Illinois are as follows: As sponsor, Mr. Hughes should be able to enforce this.

1. Complete the inventories of State departments now in progress.
2. Publish the county inventories without the present historical introductions. I understand that between 35 and 40 volumes have had the editorial work completed except for these historical introductions. County organization has always been uniform in Illinois. Therefore, it is an extravagant waste to reprint this in each county volume. Publish enough copies of this study of county organization to use as a separate or to bind with the county inventories. Don't try to change it slightly for each county. Omit the historical introductions. These are time consuming, and the workers are capable neither of gathering the material nor of writing the history. One page for the history of the county is sufficient, date of organization; location and date for county seats; fires or other catastrophes resulting in loss of records; date for founding of an outstanding institution in the community; a few simple facts, easily learned. Give us the in-

ventories - we can get the history from other sources.

3. Cut out every other type of work and transfer workers not needed for the above types of work to other projects. Do not make work to keep up the quota of workers. Calendars, bibliographical work, etc. are valuable, but these workers are not capable of doing such things. Indexing, unfolding, and other more or less mechanical jobs they can do, but this is now frowned upon by the WPA administrators.

## Document Archives.

The June 1939 Illinois Libraries contains an article expressing my views on public documents in the archives. Increasingly here in the archives we feel the need of a complete file of Illinois documents. We have, during the past few months, with HRS assistance, been working on the files of duplicates which have come from the Shipping Department and elsewhere. We are sorting these as follows:

1. We are trying to get one copy of every document printed by Illinois Territory and State for permanent preservation in the "Document Archives". The best possible copy and all editions are preserved. This copy is not to be used if other copies are available.

2. One copy for the archives reference library for reference use. At present on account of limited shelf space we are putting here only the laws, legislative journals and regular reports.

3. One copy of the session laws, legislative journals and "Illinois Reports" (legislative) for the Archivist's office.

4. Three reserve copies for replacing missing or worn out copies for State Library use.

5. The surplus stock is being listed and sent to Illinois libraries on an exchange basis.

The results to date indicate that if we are to get a complete document archives file we shall have to withdraw to the Document Archives many of the documents now in the General Reference Library. If we are to insure the preservation of the Document Archives we shall have to restrict the circulation of these unique copies of documents to Reference Room use. Duplicate copies could circulate as before.

Mr. Wetherbee's title is that of "Document Archivist". It was planned that the person who should be appointed to his position should be in charge of the Document Archives and also be cataloger for the archives. In practice this has not worked out, because it has been necessary to use Mr. Wetherbee in a supervisory capacity over the HRS and NYA, for reference work, for checking in records, for so many administrative duties that so far no archival cataloging has been done and he has not had time to do as much as he should with the Document Archives.

It is obvious that even if the HRS and NYA help should be withdrawn, Mr. Wetherbee will be needed for just what he is doing - the work of assistant archivist; also archives cataloger. The work with the public documents requires at least one full time person and should have more than one person for that work.

It is also obvious that for the archives to do what should be done with public documents we would be duplicating much of the work already being done in the General Reference and Cataloging Divisions of the State Library. Miss Skogh has done a splendid piece of work with Illinois documents and feels, a feeling with which I can sympathize, that the documents should stay in her division. In case the State Library should be the department which gets the proposed U-shaped building around the proposed expanded archives vaults, I should like to see a public

documents reference room with its adjoining work rooms, vaults and stacks, form the west connecting link between the Archives Building on North and the State Library Building (by that meaning the other departments of the State Library) on the South.

As a more or less temporary expedient, however, it has been suggested that when and if the HRS moves out of the second floor workroom, the archives staff should move up there and the present first floor workroom be made a public documents reference room. I am sympathetic in general with this suggestion. Certain practical problems will have to be solved if we do not defeat some of the careful plans for successful working of the building as an archives building. I once heard an architect say that you had a perfect plan if you couldn't make any changes without ruining the building. I am afraid this is somewhat true of the Archives Building. I feel sure the difficulties can be overcome, but they cannot be overcome in an off-hand manner. Therefore, I hope the following statements will not be interpreted as being merely obstructionist.

May I first explain the reasons for the present lay-out, and what we were trying to accomplish by such a plan? This may help in seeing what has to be overcome and how to do it. We felt that it was desirable to keep the public out of the workrooms, and it was decided to segregate them in the east wing of the building. This was done by putting the photographic laboratory in the basement, the archives staff workroom on the first floor, the departmental clerks' workroom on the second floor and the repair room on the third floor. These rooms are connected by a private stairway and elevator, with only two entrances, both kept locked at all times, one in the basement and one off the first floor corridor. The first, second and third floor rooms have no other door. The second and third floor rooms have no possible access to public hallway, this being a device to avoid the possibility of their being assigned to some other department which we could not control as to such matters as smoking, etc.

The first floor workroom connects via the public catalog room with the public reference room. One of the two direct entrances to the archives vault is through this room. The second floor workroom connects with the archives vaults only indirectly through the freight elevator. It would not do to permit staff members working on the second floor to use the freight elevator entrance. This would not only be an inconvenient entrance, tending to disrupt freight elevator service, but it would result in the door to the vault being left open with possible and probable intrusion of improper persons getting through from the Receiving Room. The second floor workroom is two feet lower than the corresponding level (5th) of the archives vaults, requiring a ramp in case a vault door were cut into the vaults from this room. The staff of course needs a direct entrance to the vault from the workroom. I am reluctant to see another entrance into the vaults - so much so that I did not have an entrance cut through from the archivist's workroom, inconvenient though it is not to have such an entrance. I would like to try to have the staff continue enter through the present first floor entrance. Safeguards would have to be taken against carelessness about leaving this door open if the first floor workroom is to be used

as a public room. If this does not work, we shall have to consider cutting a direct second floor entrance.

If the public is to be admitted to the east end of the building some method would have to be used to prevent the public from going to the upper floor rooms also from getting into the vaults. A gate locked on both sides, put at the entrance to the first floor room would be somewhat inconvenient for the staff, but the only solution I can see.

All this presupposes that the public will be admitted to the east room through the public catalog room. The documents might serviced from the present Reference Room, and I should like to see if that would not work satisfactorily. Archives users will want them there for use with archival material and if we had but the one reference room open to the public we should not have to face these other problems mentioned above.

The most serious problem is deciding where to provide stack room for the documents. The archives on the third level, which corresponds to the Reference Room, are those records in most frequent use. Furthermore, this is the vault through which visitors are conducted as a sample of what the vaults look like. I am therefore reluctant to have library shelving on this floor.

We would need two rather distinct sets of shelving for the public documents if they were to be brought to this building. There is some danger of Document Archives getting circulated and therefore lost or worn out. Since this whole set-up is a more or less temporary affair; may I make the following suggestions:

1. Put the document archives on shelves on the second level of the Special Vault, using the wire cages to divide this off from the first level. There is direct access to this room via the freight elevator. Use some very distinctive marking, such as a colored star, etc., to prevent accidental reshelving of document archives with documents which circulate.
2. Build shelving in bays running east and west at the west end of the first floor workroom, leaving desk space beside the windows for the document staff and perhaps the departmental clerks. I have not measured, but I believe this would adequately house the documents which can circulate.
3. Service all documents from the Public Reference Room.
4. Move the archives staff to the second floor
5. The reserve stocks of documents could be kept in any appropriate level of the archives vaults until such time as they are crowded out by archives.

Perhaps these suggestions would not work permanently, but I make them in the hope that they would. Putting temporary bookshelves in a workroom would also tend to relieve possible criticism that we are filling vaults with library books while refusing vault space to departmental records (meaning duplicate vouchers, correspondence, etc.). I think this probable criticism should be pondered.

Respectfully submitted,  
ILLINOIS STATE LIBRARY  
Archives Division

Superintendent

**Calls in Archives Reference Room for month of November, 1939**

<b>Abstracts of Votes - - - - -</b>	<b>4</b>
<b>Bookkeeping Dept. Payroll, 1933 &amp; 1934 - - - - -</b>	<b>1</b>
<b>Corporation Cards - - - - -</b>	<b>23</b>
<b>Corporation Reports - - - - -</b>	<b>62</b>
<b>Court Claims - - - - -</b>	<b>2</b>
<b>Election Calls - - - - -</b>	<b>14</b>
<b>Enrolled Laws - - - - -</b>	<b>30</b>
<b>General Assembly - - - - -</b>	<b>45</b>
<b>House Bills - - - - -</b>	<b>4</b>
<b>Notary Bonds - - - - -</b>	<b>11</b>
<b>Official Bonds - - - - -</b>	<b>2</b>
<b>Securities &amp; Brokers File - - - - -</b>	<b>21</b>
<b>Trademarks - - - - -</b>	<b>3</b>

Archives Catalog Department

Statistics - November, 1939

Catalog Cards

Made by General Catalog Department - - - - 42

Made by Archives - - - - - 9

Historical Records Survey Cards - - - - - 6

Index Cards

Adams County (partial) - - - - - 4085

Brown County - - - - - 1386

5471



ILLINOIS STATE LIBRARY

Archives Division

Report for December, 1939.

Accessions.

Department of Registration and Education. Chicago Commission on Race Relations. Correspondence, Minutes and Miscellaneous Papers. 5 folders, approximately 100 documents.

Secretary of State. <sup>Corporation</sup> Correspondence Department:

Record of Fees, 1934-36. 3 vols.

Record of Changes and Dissolutions, vol. K-M, 1933-39. 3 vols.

Index to Domestic Corporations. Vol. 8, 1933-38. 1 vol.

Index to Foreign Corporations, Vol. D, 1929-38. 1 vol.

Secretary of State. Custodian of Buildings and Grounds.

10 sets of blue prints re Capitol and Centennial Buildings and Grounds. 10 documents.

Secretary of State. Index Department.

Independent Nominating Petitions, 1936. 5 documents.

Memoranda for State Departments.

Shortly after the Archives Building was completed, a copy of the Rules and Regulations governing the transfer of records to Departmental and Archives Vaults was sent to each department head in the State government. Several departments have sent important series of records to the Departmental Vaults, but accessions for the Archives Vaults have been negligible in quantity and quality. The HRS inventories of the records of the various State departments, now completed for most of the departments, now make it possible to decide on suitable transfers. At Mr. Hughes' suggestion, therefore, I prepared for each department a memorandum naming specific categories of records which would be acceptable for archival deposits. Most of these memoranda are brief, naming general types of records only, because in the time permitted for the preparation of these statements, it was impossible to make a detailed check of the inventories. The records of the Auditor's office, however, are of such great importance historically as well as legally, and so scattered through his vaults, that a detailed list was prepared for this office. Mr. Hughes proposes to write a letter to each department, attaching my memorandum, and inviting the transfer of such records. If the departments then refuse or fail to transfer such records, the Secretary of State and Archives Division will be on record as having sought the records. It is hoped that these letters will result in fairly large accessions in the near future.

The HRS inventories are also being checked for records suitable for transfer to the Departmental Vaults. Equipment for these vaults will be ordered shortly after the first of the year. So far as possible, I have discussed the question of suitability of records for transfer with representatives of the various departments, to avoid so far as possible anticipated friction over the fact that a few departments (I have heard) are recommending the purchase of equipment for duplicate vouchers and other prohibited records, hoping that they can bluff us into accepting this material. Mr. Henderson of the Architect's office has promised to discuss all purchases with us prior

to letting contracts and I am hoping friction on this score can be avoided. The probabilities are that such equipment will be suitable for other use, and that this is an attempt to anticipate future needs rather than to evade our rules and regulations.

Mr. Henderson says that the vault assigned to the Auditor will be inadequate for approved records even after the proper records have been brought into the Archives. He thinks a larger vault should be assigned to the Auditor by exchange with one of the vaults assigned to the Governor. He says the estimates submitted by the various code departments indicate that the six vaults at present assigned will be adequate for present needs. I suggested that he write a letter to Mr. Hughes with his suggestions as to reallocation of space, and send me a copy so that the matter could receive proper consideration.

#### Historical Records Survey.

No Illinois inventories were published during the month. Publications from other states have been received as follows:  
 American Imprints Survey; Location symbols for libraries in the U. S.  
 California. Vol. 41. San Luis Obispo County  
 Florida. Inventory of Church Archives; Baptist Bodies; Southwest Florida Baptist Association  
 Indiana. Vol. 34. Howard County  
 Kentucky; Checklist of Kentucky imprints, 1810-20.  
 Louisiana; Judicial and Congressional District Boundary Laws in Louisiana  
 Louisiana; Transcription of Parish Records of Louisiana  
 No. 28. Jefferson Parish. Ser. I. Police Jury Minutes.  
 Ser. 1 vol. 3, 1858-78.  
 Maine; Vol. 5 and 6 in 1 vol. Coplin and Dallas  
 Mississippi; Lamar County  
 New Hampshire; Vol. 8 Rockingham Co.  
 Vol. 1 Town of Atkinson  
 Vol. 2 Town of Auburn  
 New Jersey. Calendar of the State Library Manuscripts Collection  
 New Mexico; Vol. 18. Otero County  
 New York. Minutes of the Board of Supervisors of Ulster County, 1710-1731  
 South Carolina. Vol. 4: Anderson County  
 Vermont. Town, Village and City Archives. No. 4  
 Chittenden County. Vol. 3. Town of Charlotte  
 Vermont. Directory of the Churches and Religious Organizations in the State of Connecticut.

Although we are an official depository for all HRS publications, we occasionally fail to receive copies. Letters have been written to state directors asking for such copies noted in reviews, etc., but only one publication was received as a result.

Changes in HRS staff working in the Archives: Mr. Templeton left at the end of December under the 18 month rule. Mr. Thompson was transferred. At present the following are working under the direct supervision of the Archives: Mr. Hildebrand, who is making a detailed inventory check-list of Insurance reports; Mrs. Dill

who is typing census index cards; Mr. Hington who is transcribing governor's correspondence for the calendaring being done in the Chicago office; and Mr. O'Mallery who is filing early Secretary of State's correspondence.

The Highway Department requested Mr. Blood to withdraw his workers on December 6th, stating that the records of the Highway Department are to be moved to the new Highway Building and will not be placed in a Departmental Vault in the Archives Building. The use of these records is undoubtedly current and such a removal to the new office proper. The Department gave me a rough inventory of its records about 1936.

The HRS has been asked to survey the institutions under the Department of Public Welfare.

#### Archives Staff.

Mr. Guinan, night watchman, resigned early in December. He has returned to the railroad business. A Mr. Brown was appointed to fill the place temporarily. I have not yet met Mr. Brown but his work seems to be done satisfactorily.

Miss Mary Frances Nuess, formerly typist in the Order Department of the State Library, was transferred to the Archives Division on December 6th. She is working in the Secretary's Room.

Mr. Hansen has purchased a new home. His address is now 426 East Carpenter Street.

The archivist has been granted a leave of absence to teach a course on Archives at the Columbia University School of Library Service summer session, to be held July 8th - August 16th, 1939.

#### Staff Work Reports. (As of December 20th)

Mrs. Nelson revised the filing in 24 drawers of the Name Index. This is pick-up work while on Reference Room duty. She has finished filing the 1937 corporation reports through the letter B, also the "numeral" corporations. Sarah Ursini, the NYA girl whom she has used as a helper on this work was out all of December because of Christmas employment. The work will go faster upon her return.

Mr. Hansen copied and made two copies of enlargements of the title pages of the books shown in the Lincoln exhibit. One set of these is to be presented to Mr. Houser. He enlarged 200 pages of the Index to Official Bonds. This index covers records in both the Index Department and the Archives, and it was necessary for us to make a copy. Mr. Hansen also copies Gross' Index to Session Laws, 1818-69, recently presented to us by Judge Farthing. We proposed to use copies to save wear and tear on the originals. One copy has been presented to Judge Farthing, who requests two more copies. Mr. Hansen has also assisted in the Reference Room more than usual during the past month.

Miss Turner finished indexing the House Journal for 1859. She has sorted, numbered and filed the 1857 General Assembly papers. As the bills were neither numbered nor listed in the early journals, it is impossible to arrange them until the Journals are indexed. That is a long task which she has undertaken to complete.

Miss Turner is also making catalog analyticals for the special committees and commissions reporting to the General Assembly. This work has already been completed for the period 1900-1937, and many miscellaneous documents of an earlier date cataloged. Miss Turner is going through the Journals and Session Laws systematically and then checking our holdings. When she finishes this task we shall know exactly what special committees and commissions were created by the General Assembly, whether or not they were required to report, whether or not they did report, and if so in what form (report or bill), whether the report was printed and if so where, whether or not we have a manuscript or printed copy, and if we do not have a copy, whether a copy exists in some other library. As the legislative records are of great value historically and are in constant use, this work is very important.

Miss Turner is also assisting Mr. Wetherbee in proof-reading census indexes.

#### Visitors.

Visitors registered from 13 Illinois cities and 8 states. Among those taken through the building were Supreme Court Justice Shaw, six new members of the Illinois Bar, Miss Corcoran and the Springfield Junior College Library Club, and the Honorable Warren Brockhouse, Jacksonville.

#### Archives Building and Equipment.

Telephones were removed from the Departmental Vault corridors on levels 7-11. The departments involved replaced the phone on the 9th level.

A mopping tank and a buffing machine were added to the Janitors' equipment.

New code call numbers for summoning archives staff members were issued.

The proposed transfer of duplicate exchange Illinois documents dated before 1934, to the Archives was discussed with Miss Bailey, and tentative plans arranged.

#### Catalog Rules.

Catalog rules were distributed on requests from the following:

- National Institute of Health, Bethesda, Maryland
- St. John's University Law Library, Brooklyn, N. Y.
- Arthur Uhlir, Principal Foster School, 720 O'Brien St., Chicago.
- Catherine O'Rourke, 3057 W. Jackson Boulevard, Chicago.

#### Reference Work.

This year for the first time in several years, no thesis students visited the Archives between Christmas and New Year's.

A WPA project has been using the duplicate payrolls under the direction of the Secretary of State's Bookkeeping Department. This is a statistical study of governmental expenditures of the various states, similar in scope and purpose to similar studies made by the State Tax Commission in county archives. One or two people have been working here and in the Bookkeeping Department for over a month.

Part of the records are taken to the Bookkeeping Department for this work, part are being used here.

One letter was received from the Maryland Archives asking advice about certain cataloging problems.

Mr. Ernest East of Peoria is very much interested in the creation of a county archives when Peoria County builds its new Court House. On his request, I wrote him a letter on this subject, emphasizing the importance of county archives and suggesting that the segregation of vaults in one section of the building would effect marked economies in construction. A copy of this letter is appended. Mr. East writes me that the architect and several of the county officials to whom he showed it were favorably impressed with my suggestions.

Mr. Day of the Illinois State Journal used records for two news items during the month; one on the Springfield citizens' bond in relation to bringing the capitol here; one for a story on Christmas in early Illinois.

Most of the reference work, which was relatively light for December, was as usual, of routine nature.

#### American Historical Association.

The archivist represented the State Library at the annual meeting of the American Historical Association, held at the Mayflower Hotel, Washington, D. C., December 28, 29 and 30, 1939. The attendance at this meeting was a trifle smaller than at Chicago in 1938. This was an unusually successful meeting and I found it to be a profitable one, because I found opportunities for many personal contacts and conferences. Officially I participated in the meetings of the Council of the Society of American Archivists, of the A.H.A. Committee on Archives of which I have just been reappointed chairman, and of the Program Committee of the Mississippi Valley Historical Association. I also attended three sessions (among other attended) bearing specifically upon our own problems.

The first of these was the Conference of Historical Societies. The proposal was made that the 600 odd historical societies should combine into a formal organization corresponding to the Society of American Archivists. There was objection to this from the floor, particularly from Dr. Buek of the National Archives. He felt that there is insufficient unity of purpose to justify such an organization, particularly that local societies on a non-professional basis as contrasted to professionally manned large historical societies. He preferred small regional discussion conferences of executives of historical and archival agencies. He referred particularly to the success of a conference held in Chicago several years ago in which I participated. About forty of us sat around a table and discussed quite informally the technical problems which most concerned us. This was one of the most valuable, if not the most valuable conference I ever attended. I mention it here because it is quite likely that a similar conference will meet in Michigan some time this Spring.

A second meeting which I attended was the Luncheon Conference of Editorial Staffs of Historical Reviews. Except for the chats with my neighbors at the table, this proved to be a disappointment

as the discussion involved policies of the American Historical Review, with which there is considerable dissatisfaction.

The luncheon conference of the Society of American Archivists was presided over by the new president, Waldo G. Leland who is Secretary of the American Council of Learned Societies. The speaker was Roy F. Nichols of the University of Pennsylvania, whose topic was "Alice in Wonderland, or The Historian Among the Archives". He started out rather facetiously, but ended on a rather high note. Among other matters he discussed the need for new techniques in dealing with the masses of material which constitute modern archives. It is now no longer possible for a scholar to take the time to study such bulky materials unless he has research assistants to do some of the preliminary collating of records. He suggested that it is quite possible that historians, like scientists, will write joint theses. Professor Nichols expressed himself as quite strongly in favor of research specialists in the various social science fields who should be attached to archival agencies and who could be put at the disposal of persons doing research in the archives. These research specialists would then do the preliminary work to save the time of the scholars. Of course, he was thinking in terms of the National Archives because we in state archives hardly have material justifying or needing such elaborate organization. It was rather suggestive, however, as something to be considered in considering future staff appointments. Should we try to diversify our qualifications so that political economy, political science, and sociology, as well as history specialists shall be represented on the staff?

One other matter came out of discussions relating to the work of the Committee on Archives. That is, that the whole question of the relationship between state and local archives needs restudying. I raised the point that after forty years' experience in this country, the attempts of state archivists to improve local archival care have had negative results - perhaps we should work for county archives or at least some means of putting the responsibility upon local groups rather than on the state archivist. I am preparing a brief memorandum on this point at the suggestion of Dr. Herbert Kellar of Chicago.

The last, and I thought the best session of all, was a Saturday luncheon conference on International Relations. This dealt with the interpretation of archives and the importance of weighing the contents of documents which were consciously created to be misleading. The topics discussed indicate their interest to the archivists: Problems of the Historian, 1914 and 1939 (Edward Mead Earle, Institute for Advanced Study); The Role of Diplomatic History in Historiography (Alfred Vogts, Institute for Advanced Study); What the Documents Do Not Tell Concerning War in Europe (Oscar Jaszi, Oberlin College); What the Documents Do Not Tell Concerning American Policy (A. Whitney Griswold, Yale University); Shortcomings of the Professional Historian (C. Hartley Grattan, N.Y.); Recording and Measuring Public Opinion (Hadley Cantril, Princeton University). Dr. Jaszi is the great Hungarian historian who was intimately connected with the Hungarian government until forced to flee a few years ago. Dr. Cantril talked about the Gallup and Forum polls.

It is impossible to give a detailed account of all the sessions attended and the papers heard. Last year the editor of Harper's Magazine discussed the phenomena of so many learned societies

meeting between Christmas and New Years. He ended with the statement, "but the historians have the best time". I brought home from this convention more stimulation and inspiration than from any meeting of recent years.

Respectfully submitted,

Archivist,  
ILLINOIS STATE LIBRARY

O  
P  
Y  
18 December 1939

Mr. Ernest E. East  
1112 Prospect Road  
Peoria, Illinois

Dear Mr. East:

The suggestion that provision be made for a Peoria County Archives Department in planning for the proposed new County Court House is one which deserves careful and favorable consideration.

The archives of a county are the most valuable records in the state, both from an historical and a legal point of view. Upon the vital statistics (records of births, marriages and deaths) rest all rights of citizenship, proof of legitimacy and social security benefits. Deeds and mortgages have no legal effect if not registered by the County Recorder. Taxes are paid at the court house, most law suits are tried there, after death a man's property is distributed under the direction of the Probate Court.

It would seem that records so obviously important would be preserved by popular demand, but it is well known that every county has sustained serious losses of records through fire, deliberate destruction or neglect. The public is not conscious of the implications of such losses until individuals are embarrassed by the inability of the officials, within whose jurisdiction the records lie, to produce the records needed. It is easy to blame this destruction on the ignorance or indifference of the county officials. Fundamentally, the cause for this loss of records is due to inadequate vault space, resulting in current records pushing older and less used records into basement and attic storerooms where they cannot be safeguarded.

A county archives department would not only relieve county officials of the care of their older and less used records, but also safeguard against the possibility of tampering which is always possible when records are ranged around the walls of offices open to the public as at present. With an archivist in charge, a record would be kept of the users of the documents, thus fixing the blame for losses or tamperings.

The greatest argument in favor of Peoria County's establishment of an Archives Department, however, is the economies to be effected in the cost of the proposed new building. The following remarks are based upon the recent experience of the writer in supervising the designing of the new Illinois State Archives Building:

Vaults are the most expensive part of the building. They must not only be strictly fireproof, but they must withstand the great weights to be placed upon their floors. For proper preservation of records they should be air-conditioned. The proper humidity and temperature for vaults is incorrect for offices, and the vaults should have their own conditioning system. The most economical floor height for vaults is less than for offices. In the State



Archives Building the vaults are eight feet high, and the seventh level of our vaults corresponds to the third floor of the office section of the building. Again, it is very difficult to foresee accurately the relative amount of vault space needed for the various county offices. It is quite likely that changes in legislation may well result ten years from now in one vault being half empty and the vault attached to an adjoining office overflowing.

It is my recommendation that vaults large enough only for current files which must be kept at hand, be provided adjacent to the various county offices, and that all other vaults be concentrated in one section of the building. In this way, allocation of space in the vaults can be made on the basis of actual rather than estimated need. An excellent plan might be similar to that of the State Archives Building, where offices surround the vaults on three sides, leaving the fourth side of the vaults for expansion. I believe such a plan would cost considerably less than the usual plan of building the vaults in the office section of the building.

The experience of the Illinois State Archivist is at the service of the County Board of Supervisors or other interested persons in relation to any phase of the proposed building project or the establishment of an archives department.

Sincerely,

ILLINOIS STATE LIBRARY  
Archives Division

(signed) Margaret C. Norton

Superintendent

MCN AR

# ARCHIVES - DEPOSITS

Secretary of State	8 vol.	
Corporation Department		10 documents
Custodian of Buildings and Grounds		5 documents
Index Department		
Registration and Education Department		
Chicago Commission on Race Relations		100 documents
	<hr/>	<hr/>
	8 vol.	115 documents

## ARCHIVES - REFERENCE CALLS

<b>Corporation Department</b>	
Index Cards - - - - -	15
Reports - - - - -	34
<b>Court of Claims Cases - - - - -</b>	<b>1</b>
<b>Executive Department</b>	
Certificates of Qualification - - - - -	3
Certificates of Purchase - - - - -	4
Executive Register - - - - -	5
Governor's Correspondence - - - - -	2
Notaries Public - - - - -	6
Trademarks - - - - -	1
<b>General Assembly - - - - -</b>	<b>11</b>
<b>Index Department</b>	
Elections - - - - -	15
Enrolled Laws - - - - -	33
<b>Mail Enquiries - - - - -</b>	<b>5</b>
<b>Securities Department</b>	
Cases - - - - -	5
Brokers' File - - - - -	2

ARCHIVES - CATALOG DEPARTMENT

Catalog Cards:

Made by General Cataloging Department - - - 13  
Made by Archives Cataloging Department - - 14

Index Cards:

Alexander County, 1855 - - - - - 473  
Adams County, 1855 - - - - - ~~1948~~  
2421

ILLINOIS STATE LIBRARY  
Archives Division  
Report for January, 1940.

Accessions:

Received in the Archives the following:

Secretary of State. Corporation Dept. Reports of "Not for Profit" Corporations, 1937. 3½ drawers, (approximately 7,500) documents.

Secretary of State. Index Dept. House and Senate Journals, 1939 General Assembly. 16 vols.

Secretary of State. Accounting Dept. Fee books. 1926-38. 245 vols.

Not all new accessions but not included in previous inventory count.

Records transferred to Departmental Vaults:

Secretary of State Index Dept. 1938 Correspondence. 43 drawers

Secretary of State. Printing Dept. Printing Requisitions. July 1 - December 31, 1939. #1-12,500.

Secretary of State. Executive Department. 1939

Notary Bonds, Executive File, Certificates of Qualification, Trade Marks, Extradition Papers

Registration and Education Dept. 1938 Correspondence, 16 drawers.

Staff Work Reports:

Repair work (Grepelin): 54 pieces of Governor's Correspondence, September - December 1845; 21 pieces, Governor's Correspondence 1843.

Photographic Laboratory: 400 enlargements of pages of the Gross Index; copied and made enlargements of State Library posters for the Administrative Office.

Special committees and commissions of the 1937 and 1939 General Assemblies checked for reports, etc.

1933 newspaper clippings were indexed as a sample.

A new accession book for Archives received was started. All series relating to one major function of each department received prior to January 1, 1940, were accounted as one accession each. Accessions later than January 1, 1940 are listed by inserting our copy of the receipt issued to the Department, and each receipt, but not each page of the receipt, is numbered. The following information is given for each accession: Number of Accession; Date of Accession; Department Depositing; Department of Origin (if not the same as Depositing Department); Title of Series; for each series the INCLUSIVE DATES; number of drawers; number of volumes.

116 cards were added to the bibliography on archives technique.

Catalog Rules.

500 copies of an amendment to the Catalog Rules were mimeographed and 100 mailed to a select list. Many of the names on the old membership of the Society of American Archivists represent HRS directors,

a large proportion of whom are no longer with the Survey, so copies were not sent to these. We had a request for a copy of the original rules from the Minnesota director.

No other work in progress has reached a completed state on which report can be made.

#### Staff Notes:

Miss Katherine Turner is to give a ten weeks' course on the "Contributions of the Negro to American Life" in the series of courses on Adult Education given in Springfield. She has also assisted a local group giving a negro program, in the way of helping in collection of material and writing script.

Miss Sarah Ursini, resigned from NYA to accept a job in Kresge's store. She has been with us for two years, and has proved very capable. She has done considerable typing and filing, and Mrs. Nelson was able to entrust her with some of the actual filing in our Corporation Report drawers, a complicated system. If Miss Ursini should have occasion to ask for a reference from the State Library, I could conscientiously give her an excellent one.

I have been reappointed chairman of the Sub-Committee on Archives of the American Historical Association. Herbert A. Kellar of Chicago is general chairman of the Committee on Historical Source Materials.

#### Building and Equipment:

Mr. Hemerson of the Architect's office has been over a number of times to check minor details relating to specifications, but has shown me no copy of drawings or specifications. He says he has warned the various departments against ordering equipment for records without being sure that the archivist will authorize the transfer of those records to the departmental vaults. Apparently he is trying to duplicate present equipment exactly, though some equipment different from any in the building at present will be needed for certain types of records, such as mine maps. Mr. Hemerson has promised to let us see the specifications before ordering. A salesman told me that he heard the contract is to be let in about three weeks.

The lock for the Receiving Room door, sent to the factory for repairs, was reinstalled. Mr. Malloy took care of the expense incurred.

The electric clocks in the Secretary's and Archivist's office were returned to the factory for repairs by order of Mr. Dare.

A leak in the top of the Archives tunnel was reported to the Architect's office on January 16th. A representative of the Architect's office made an inspection and promised to attend to this, but so far as I am aware, nothing further has been done.

#### Historical Records Survey:

Inventories and other publications received:

Colorado: No. 27, Hinsdale Co.

Illinois: Bond, Macoupin and St. Clair Counties.

Indiana: No. 2, Allen Co.

Louisiana: Transcripts of the Parish Records of Louisiana.

No. 26. Jefferson Parish (Gretna) Ser. 1, Police

Jury Minutes, Vol. IIIA, 1871-84/

Maine: Town and City Archives No. 4, Franklin Co., vol. 7

Eustis

Massachusetts:

No. 11. Norfolk Co., vol. 2, Bollingham

Massachusetts. Guide to Depositories of Manuscript  
collections in Massachusetts, Preliminary Edition  
Diary and Journal (1755-1807) of Seth Metcalf

Minnesota: Grant County

North Carolina: State Board of Alcoholic Control

Texas: No. 247, Wilson Co.

American Imprints Survey

No. 11. Checklist of "Patent Inside" Newspapers of 1876

No. 12. Sag Harbor, L. I., 1791-1820

#### Historical Records Survey.

The downstate office of the Historical Records Survey has been removed from the second floor of the Archives Building to Room 4, Centennial Building.

#### Conference Room.

The second floor conference room was used January 13th for a meeting of the Adult Education Group sponsored by Miss Jenks.

Special reports on Illinois documents and local archives were filed during the month.

#### Reference Work.

Samples of types of use made of records:

City Guide. Information on Supreme Court Building

A Graduate Student. Study of hearings, etc. in relation to requisitions  
for extradition of criminals

An attorney. A study of the dividend policy of the New York Life  
Insurance Co. (Sent over by Insurance Dept.)

Several mail inquiries in relation to birth certificates

The value of a small collection of miscellaneous newspapers of the  
1850ies. (We do not give appraisals. Refer this woman to Mr.  
Angle).

Respectfully submitted,

Archivist

LINCOLN EXHIBIT IN ARCHIVES BUILDING

January 31, 1940

Labels

LINCOLN THE LEGISLATOR

1834/35 Session of the General Assembly.  
Lincoln's First Bill.  
This Bill did not pass.

From the Archives of the  
GENERAL ASSEMBLY.

LINCOLN THE LEGISLATOR

1837. Lincoln as a Member of the committee on Finance, reports that the State of Illinois faces a Deficit of \$12,256.82.

From the archive of the  
GENERAL ASSEMBLY

LINCOLN THE LEGISLATOR

1837. Senate Bill 117 provided for a vote on the Location for the Senate Capital. This is the Engrossed Copy of the Bill as it passed the Senate.

From the Archive of the  
GENERAL ASSEMBLY

LINCOLN THE LEGISLATOR

"The Long Nine" bring the Capitol to Springfield.  
Final Ballot, 1837.  
On the third Ballot, Mr. Mills voted for "Purgatory".

From the Archive of the  
GENERAL ASSEMBLY

LINCOLN THE LEGISLATOR

1840/41 Lincoln introduced a Resolution favoring Examinations for Teachers.

From the archive of the  
GENERAL ASSEMBLY

LINCOLN AND THE BUILDING OF  
THE OLD STATE HOUSE

1843. Lincoln was one of the Arbitrators who decided in favor of Governor Ford in his dispute with A. G. Henry, formerly Treasurer of the State House Commissioners.

From the Archive of the  
FUND COMMISSION

SPRINGFIELD 1850

Notary Petition signed by Lincoln and Other Springfield Residents.

From the Archive of the  
SECRETARY OF STATE

JOHN T. STUART WRITES A HOME-SICK LETTER TO HIS WIFE DURING HIS CAMPAIGN FOR CONGRESS.

June 7, 1838.

Lent by the ABRAHAM LINCOLN  
ASSOCIATION



January 31, 1940

Labels

page 2

ILLINOIS STATE REGISTER

Price reduced during Presidential Campaign of 1842. Lyman Trumbull's letter to William Martin, Alton, urging Martin to subscribe.

Lent by the ABRAHAM LINCOLN ASSOCIATION

LINCOLN THE POLITICIAN

1859. Lincoln endorses Charles J. Beattie for Prosecuting Attorney for Livingston County.

From the Archive of the GOVERNOR

EX-PRESIDENT FILLMORE OPPOSES LINCOLN'S REELECTION, 1864

Letter from Millard Fillmore (Buffalo, N. Y.) to J. T. Stuart, August 10, 1864.

"All men who value their own liberty should unite to change the administration and if possible to restore the Union, and give peace to our bleeding Country".

Lent by ABRAHAM LINCOLN ASSOCIATION

PETER CARTWRIGHT DENOUNCED AS A POLITICAL HYPOCRITE

Reply to Cartwright's Article, "Valley of the Mississippi-or The Moral Waste No. 1". Signed by Samuel Hill of New Salem, but thought to have been written by Lincoln.

Lent by ABRAHAM LINCOLN ASSOCIATION

LINCOLN DECLINES ELECTION AS REPRESENTATIVE

1864. County Clerk N. W. Matheny of Sangamon County notifies Governor Matteson that Lincoln declines to accept the Office of Representative to the General Assembly, to which he was elected November 7, 1864.

From the Archive of the GOVERNOR

JOHN HANKS, COUSIN OF ABRAHAM LINCOLN

Signature, July 29, 1845. One of the few known originals.

Lent by the ABRAHAM LINCOLN ASSOCIATION

THE YOUNG MR. LINCOLN

Script of the Movie produced by Twentieth Century Fox.

Lent by ABRAHAM LINCOLN ASSOCIATION

January 31, 1940

Labels

page 3

STEPHEN A. DOUGLAS CHALLENGES  
JOHN T. STUART'S ELECTION TO  
CONGRESS, 1839.

Douglas demands a recount of votes  
or a run-off election.  
Stuart refuses.

Lent by the ABRAHAM LINCOLN  
ASSOCIATION

-----

LINCOLN CENTENNIAL ASSOCIATION,  
SPRINGFIELD

Banquet Program, February 12,  
1910.

Vachel Lindsay's poem on  
Lincoln:  
"The Heroes of Time" make  
this a collector's item.

Lent by the ABRAHAM LINCOLN  
ASSOCIATION

-----

FROM (or Free) ONCE OWNED  
BY LINCOLN

This frow was used by Mr.  
Bobbitt, great-grandfather  
of Arthur Quincy of Sun City,  
Kansas. Bobbitt and Lincoln  
used it in splitting clap-  
boards. The Frow belonged at  
that time to Abraham Lincoln.

Lent by the ABRAHAM LINCOLN  
ASSOCIATION

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Included in this exhibit were books on Lincoln lent  
by the Abraham Lincoln Association.

Archives - Deposits

Accessions:

Received in the Archives the following:

Secretary of State. Corporation Dept. Reports  
of "Not for Profit" Corporations, 1937.  
3½ drawers, (approximately 7,500) documents.

Secretary of State. Index Dept. House and Senate  
Journals, 1939 General Assembly. 16 vols.

Secretary of State. Accounting Dept. Fee books.  
1926-38. 245 vols.

Not all new accessions but not included in previous  
inventory count.

# ARCHIVES - REFERENCE CALLS

## Secretary of State

Accounting Dept. Fee Books	7
Bookkeeping Dept.	1
Corporation Dept.	
Fee Books	2
Index Cards	15
Reports	97

## Executive Dept.

Commissioner of Deeds	1
Executive Register	1
Notary Bonds	23
Requisitions. Samples from 1930-34,	
all 1937	2
Trade Marks	2

## Index Dept.

Census records	4
Elections	19

## Securities Dept.

Brokers Files	2
Closed Cases	1

## General Assembly

House Bills	1
Enrolled Laws	19
Vetoed Bills	1

## Insurance Dept.

Annual Reports	13
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## Mail Inquiries

Miscellaneous	6
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ARCHIVES - CATALOG DEPARTMENT

Catalog Cards

Made by General Cataloging Department 0

Made by Archives Cataloging Department

Bibliography on Archives 116

Historical Records Survey Publications 17

133

Index Cards

Christian County Census, 1855 1058

Illinois State Library

Archives Division

Report for February, 1940

Accessions:

Secretary of State. Index Department:

House Journals. 1939. 8 vols.

Senate Journals. 1939. 8 vols.

Secretary of State. Bookkeeping Department:

Duplicate Pay Rolls. July 1, 1935 - June 30, 1936. 1 vol.

Schedules of Vouchers. July 1933 - September 30, 1935. 1 vol.

Secretary of State. Corporation Department

Index Cards. 1938. About 5000 cards

Departmental Vault:

Bay 1 Vault 12 East has been assigned to the Bookkeeping Department, Secretary of State. The Payrolls 1935-37 and Vouchers for 1936/37 have been placed in this vault. I have suggested to Mr. Wernsing that I think it is improper for us to accept any financial records of the current administration for the Archives proper, even though they may be inactive records. This would involve removal of a considerable bulk of records to this vault. On account of the press of work, it is unlikely that any action will be taken on this matter by Mr. Wernsing in the immediate future.

Miss Hughes, departmental vault clerk for the Insurance Department resigned February first. Mrs. Tipps has been appointed in her place, but has not yet begun to use the desk in the Archives Workroom, as she is being broken in by the Insurance Department in its own filing department. Mr. Palmer, Director of Insurance, is planning an elaborate index to all his files, which will enable him to tell at a glance, for each company, exactly what records they have concerning that company-charter, by-laws, permits, etc. This index will be kept in the main office.

The Department of Registration and Education has had several HRS workers making a similar index to their files. Mr. Barrett informs me that the work is going slowly and he is planning a WPA project just for that. The necessity for such indexes means, of course, that the departments are experiencing some inconvenience in not having their important records close at hand. The fact that two departments independently have decided to make such indexes rather than to give up their departmental vaults, indicates that they appreciate the importance of the protection given by the Archives Building. It also means that the records when finally turned over to the Archives proper will be better systematized, and probably better weeded, for the process of indexing will point out extraneous and useless papers.

An informal application from the Legislative Reference Bureau for space in the Departmental Vaults for filing of drafted bills was rejected. These drafted bills have no legal value and copies are kept for a few years only as a matter of office convenience.

Staff News:

### Staff News:

Miss Norton attended the Farm Extension meeting held at the Southern Illinois Normal University, on February 9th. She was introduced and responded briefly. Later in the day she visited the Cairo Public Library.

Miss Norton signed a contract with Columbia University on February 13th, agreeing to teach a course on American Archives in the summer school of the School of Library Service, to be held July 8 - August 16, 1940.

Miss Turner is giving a ten weeks course on the "Negro in American Life", at the Springfield School for Adult Education. She also delivered a speech on Owen Lovejoy before a naturalization group at Alton on February 21st.

Mr. LeVine gave an address on "Negro History in Illinois" over WCBS Radio Station, Springfield, as a part of Negro History Week, on February 18th.

Staff members are taking Adult Education courses as follows:

Mr. Hansen: Lettering *also Mrs. McFadden*  
Mr. LeVine: Automobile Mechanics

Beginning February first the watchmen went on a schedule corresponding to that of watchmen in other State Buildings. Shifts are as follows: 6 a.m. to 2 p.m.; 2 p.m. to 10 p.m.; 10 p.m. to 6 a.m. From 2 p.m. on to 6 a.m. two watchmen are on duty. I think one of them should operate the passenger elevator in the afternoon, but I understand that it is against the civil service or union or some sort of rules - that elevator operators are not supposed to be watchmen and vice versa. The following watchmen are now on duty: Mr. Ingalls, 6 a.m. to 2 p.m.; Mr. Riley and Mr. Enders, 2 p.m. to 10 p.m.; Mr. Evans and Mr. Reckels (?), 10 p.m. to 6 a.m.; Mr. Maginess, relief.

### Photographic Laboratory:

#### Frames of Film:

250 frames. Copies of letters of authority relating to WPA projects (for Administrative Office, State Library)  
30 frames. Miscellaneous work for Administrative Office  
90 frames. Copies of articles on archival administration, chiefly relating to the history of paper  
750 frames. Sangamon County Commissioners' Proceedings. Vol. A-B, 1821-28. Borrowed from Historical Library  
40 frames. Copies of art works for one of the Adult Education Courses

#### Enlargements:

30 sheets. Miscellaneous for Administrative Office  
150 sheets. Completing copying of Gross' Index to Session Laws  
180 sheets. Copies of articles on archival administration.

#### Comments:

Articles on archival administration. Mr. McCoy loaned us his material on the history and manufacturing of paper, chiefly from trade publications. Some of this material I have taken notes on, other I had copied. I am of course collecting a

Comments: (Cont.)

considerable body of notes on archival administration which will be useful in our own archival internship when and if given. I am trying to locate certain foreign material with the view to borrowing this material on an interlibrary loan for copying.

Sangamon County Commissioners' Proceedings. This was taken by Mr. Hansen on our Leica when he first started working on micro-photography. He has recently borrowed the volume again and made another copy for use in connection with the proposed State Fair Exhibit. He also is interested in testing Professor Windsor's theory that many retakes would slow up the work of copying county archives. More about this under the heading Local Archives.

Work for Adult Education Course. Mr. Brown appealed to us for assistance in getting slides for one of the courses on the history of art. He found that microphotography film strips could be used. As this involved copying everything from chromos to engravings, it seemed to me that this was an excellent opportunity for Mr. Hansen to get varied experience in copying art materials. It seemed to me that we could well afford to donate the relatively small amount of film in exchange for this experience. There are opportunities not yet explored for the use of microphotography in our Art Department. One application occurs to me - to use contact prints in connection with art cataloging. One of the large libraries, offhand I forget which, puts a picture of the map on one side of the catalog card and the catalog entries on the other side, so that the cataloger can tell at a glance whether or not he wishes to see the map. I think it might also work out to put a number of contact prints on a sheet of paper, grouped by subject or some other arrangement, and used as a sort of index. At any rate, we are contributing the film to Mr. Brown.

Three copies of the Gross' Index to Session Laws have been given to Judge Paul Farthing at his request.

The Historical Library some time ago transferred the file of original Sangamon County Election Returns on condition that we supply enlargements. Enlargements covering the year 1831-67 have been made and sent to Mr. Angle.

#### Repair Department:

228 pieces of Governor's correspondence, 1816-46 were repaired with crepelin.

1 Lincoln document was repaired.

#### Accessioning Procedure:

Our procedure for accessioning has worked over until it is now working smoothly. In view of my approaching leave of absence, a brief description may be of interest:

HRS inventories are checked both by the Archivist and by the Department head involved. The records to go to the Archival and those to go to the Department Vaults are decided upon in a conference, and corresponding lists typed up/

Records going to Departmental Vaults: If a code office, the head of the Department involved makes applications for allocation



of space, to Mr. Elsner of the Department of Finance, to whom the Governor has assigned this duty. The applications are accompanied by an inventory of proposed transfers. Mr. Elsner consults with the Archivist as to the suitability of the records for transfer. On receiving authorization for the transfer from the Archivist, Mr. Elsner notifies the Department of the space allocated and lists very briefly, with inclusive dates, the categories of records to be transferred, sending one copy to the Department head, one to the Archivist. The Archivist notified the Department head that the records included in Mr. Elsner's letter are acceptable and instructs the Receiving Room Clerk (Mr. MacDonald) to arrange the details of the transfer. Mr. MacDonald is given a list of acceptable records and may under no circumstances accept even tentatively any documents in the Receiving Room without specific authorization from the Archivist. He keeps an inventory of all records passing through the Receiving Room and reports same to the Archivist monthly.

So far no elective state officer except the Secretary of State has transferred records to a Departmental Vault. The same procedure will be followed except that Mr. Elsner will of course have nothing to do with it.

Records going to Archives Vaults. On acceptance of proposed transfers by the Archivist the Receiving Room Clerk is again notified to arrange for the transfer of specific records, also the numbers of the vault level and bays in which they are to be placed. Upon transfer to the vault the Document archivist is notified, and he checks in the records, noting any apparent omissions or discrepancies. The Document Archivist adds the accession to the Shelf List, which is kept in triplicate - one copy in his office, one in the Reference Room, one in the Archivist's Office. He also prepares the list to be receipted and gives it to the Secretary who types it on the regular receipt form for signature by the Archivist. One copy of the receipt goes to the Department Head, one is filed in the Accession File in the Secretary's Office. From this Receipt the Secretary makes the entry in the Accessions Register, a description of which was given in the January report.

#### Classification and Cataloging:

Recataloging of the archival holdings awaits the completion of the work on the history of the State departments. Then for the first time we shall be able to work out a scientific classification scheme. No series will be cataloged finally until unfolded and put in its final physical form.

History cards with cross-references have now been completed for all permanent departments, boards and commissions. Cards for temporary commissions will be added within the next month. The cards will then be copied into notebooks for desk use, and the cards themselves filed in the catalog. The National Archives has copies this use of history cards, but the Illinois Archives will be the first archival institution in this country which a set of cards covering every state department from territorial days. The information on these cards, though accurate, is necessarily condensed and no references could be cited. It is planned to expand this study to include fuller descriptions and bibliographical citations with a view to publication.

On the basis of these cards a scientific classification system is being worked for all State records whether or not they have as yet reached the Archives. To what extent this can be expressed in a mnemonic system of call numbers is to be the subject of the next experimentation. If departmental relationships remained static this could be done, but they do not and the problem is how to devise a numbering system that will remain the same despite the wanderings of a department like the Insurance Department which has successively been under the Auditor (a division), the Superintendence of Insurance (an independent office), the Department of Trade and Commerce (a division) and the Insurance Department (a major office).

One thing the History Cards have done - they have established the correct main entry headings for all records to be cataloged. In other words, the classifier in an archival establishment is responsible for the main entry heading and also for deciding what documents shall constitute a series and the arrangement of series within the departmental classification. The cataloger puts the information concerning series in bibliographical form, adding descriptive notes which may come from the classifier or which he may have compiled. The cataloger also makes added entries, subject headings and analyticals.

The archival catalog lists holdings of series, that is, groups of documents. In addition to the catalog it is necessary to have descriptions of individual documents in the series. Such descriptions take the form of calendars and/or indexes, also made by or under the direction of the Cataloger. With the exception of Governor's correspondence, part of which was calendared some years ago and part of which is being calendared by the HRS in Chicago, we are making no calendars. Calendaring is slow and requires a considerable background of history. Indexing is rapid and any competent typist can do the work with a little preliminary instruction and practice in reading the writing. Between the old catalog and the shelf list we are doing well while waiting for the recataloging to commence. The census volumes are being indexed under the direction of Mr. Wetherbee, and the statistical reports indicate the progress being made.

#### Reference Work:

The staff has been asked to report on out of the ordinary reference questions, but seldom do so. The following examples have come to my attention:

A representative from the Society of Visual Instruction wanted a list of educational films issued by the State. (The Department of Agriculture maintains a film library for all code departments at the State Fair Grounds.)

Miss Turner helped Jimmie Le Vine collect material for his radio broadcast on negroes in Illinois.

Dr. Pratt of the Abraham Lincoln Association brought a number of questions as usual. One of these yielded another Lincoln autograph for our collection (along with those Logan, Stuart, Ninian Edwards and several other prominent Springfield residents.) These men had signed an endorsement of Antrim Campbell for prosecuting attorney for Sangamon County, dated September 13, 1838, and filed

in the Executive file. Dr. Pratt also though Lincoln drafted the bill for the incorporation of the Chicago Dock and Canal Co. in 1857 and for the bond signed by Bloomington residents in connection with taking the Normal University there in 1857. Our files were searched with negative results.

Mr. Day of the Illinois State Journal asked if the question as to whether the State Certifying Board had ever made any ruling concerning a preferential primary petition for president without the signature of the candidate. A petition to have President Roosevelt's name go on the April primary ballot was filed without his signature. A similar petition for Thomas Dewey, Republican candidate, bears his signature without notarial attestation. A search of the files revealed that the question had never before arisen. Primary petitions are kept only two years. Independent Petitions (that is, petitions to have a slate placed on the November ballot) are kept. There is no requirement in the law for signatures on these petitions, though we found Norman Thomas' signature on one. In 1928 a protest was filed against a petition for representative without a signature, but the Certifying Board dismissed the protest for want of prosecution. This did not come under the preferential presidential primary law. The negative results of this search were noted in both Springfield newspapers, evidently on the basis of Mr. Day's report. That there might be no chance for a charge of partisanship, I broke the usual rule and invited Mr. Day to go into the vaults to check the files with us.

A representative of the National Surety Corporation of New York was sent over by the Executive Department to check the files for a complete list of notaries claiming to be bonded by his firm. He says there have been frauds perpetrated against his company, by notaries claiming to be bonded by them, or else through crookedness on the part of some company agent. Mr. Wegehoft is supervising this search, partly in the Archives and partly in the Departmental Vaults.

Calls on the Archives Department for land records in the Auditor's office are becoming more frequent, largely because of oil activities in southern Illinois. This justifies Mr. Barrett's contention that the land records are current records; but it emphasizes the necessity for such important records to be taken out of the non-fire-proof State House and brought to the Archives Building for safety. Several interested persons have talked earnestly to me on this point, so perhaps we shall get some results eventually.

### Visitors.

The only large group which was taken through the building during the month was a group of fourteen boy scouts from Mt. Sterling accompanied by their scout master and the wife of the state's attorney of Brown County. This was the troupe which rescued and stood guard over the records when the court house burned there last year, and the boys are very much "archives conscious". They were one of the most interested groups I have ever conducted through the Archives Building. The scoutmaster, who did not sign his name to the register, is a cousin of our Mr. McCoy.

Father Link brought 22 Wanderbirds, but did not ask to be shown through the building.

Visitors signed from California, Idaho, New York, and Ohio and from ten Illinois towns and cities.

### Conference Room:

The second floor conference room was used for a meeting of the State Library Advisory Board on February 2d, and for the Illinois Library Association (?) Certification Board in the evening.

### Catalog Rules:

Catalog Rules were issued on request to the following:  
Smith College Library, Seattle, Washington  
Russell Sage Foundation Library, New York  
WPA Finance Office, Baltimore, Maryland

### Historical Records Survey:

Several more of the inventories of State offices, Agriculture, Commerce Commission, etc., have been completed, but are awaiting typing, I have been told.

Inventorying of Welfare Institutions by the HRS was started during the month. This work is under the supervision of Mr. "Vic" Karcher, working out of the Chicago office.

HRS publications have been received as follows:

Alabama: American Imprints. No. 8. Alabama 1807-40

Alabama: Inventory of Church Archives: Episcopal

California: Inventory No. 20. Los Angeles County Tax  
Collector's Office

Kentucky: No. 57; Jessamine County

Massachusetts: American Portraits. 2 vols.

Massachusetts: Calendar of Letters from Darwin to Gray

Massachusetts: Calendar of General Henry Knox Papers in  
Boston Public Library

Nebraska: No. 80: Seward County

New Jersey: Municipal Archives. No. 14: Morris County  
v. 38 Wharton

Oklahoma: Lincoln County: Preliminary edition

Oregon: A Letter from Luckiamute Valley in 1846

Oregon: Morrow County. No. 25

Oregon: Record of Married Women's Separate Property in  
Baker County, 1862-72

Rhode Island: Directory of Churches and Religious Organi-  
zations. 1939

Tennessee: Summary of General Highway Legislation in Tenn-  
essee 1881-1909

Vermont: Town, Village and City: No. 1 Addison County:  
Vol. 2: Town of Bridport

### Civil Service:

Mr. Wetherbee and Miss Turner took examinations for library positions on February 3d. They have not yet received preliminary ratings.

### Local Archives:

With the idea of interesting librarians in county archives, a series of articles on that subject has been started in Illinois Libraries. Mr. East of the Peoria Transcript lead off with an article on Peoria County. Mr. Blood, HRS supervisor, has promised a short news note each month in praise of improvements in various court houses. His first, to appear in the next issue, is on the Macon County Recorder's Office. A propos of Mr. East's article and my earlier statement on a county archives program, I have received the following letter from the National Archives:

Copy of letter:

THE NATIONAL ARCHIVES  
Washington, D. C.

February 23, 1940

Unofficial

Miss Margaret C. Norton  
Archives Division  
Illinois State Library  
Springfield, Illinois

Dear Miss Norton:

I have read with interest the copy of Philbrick's letter of January 23 that accompanied your letter of February 2, but I am of the same opinion still. Despite the fact that many years ago I argued vigorously for concentration of local archives, my present opinion is that they should be kept in the communities where they accumulate and to which they relate whenever they can be properly cared for there. I was much interested to learn from the article in the last issue of Illinois Libraries of the move for a county archives department in Peoria County. That is the sort of thing that we must work for. And if we take away from the counties all their older and more interesting records, we will take away much of the incentive for the establishment of county record offices. Pending the establishment of such offices and of State supervision to prescribe proper care, I favor the removal of important material to the State depository, with the understanding, however, that it may be returned when local conditions are sufficiently improved. I believe that the need for central consultation of local records, either administrative or historical, could and should be taken care of by microcopies or photostats.

You will be interested in the following comment by Dr. Connor on the statement that accompanied your letter of January 16:  
"An excellent statement, with which I agree. I think that in many cases the use of the term 'archives,' which is not always understood by public officials, often has unfortunate results which might be avoided if we should substitute the term 'Public Records' for it in dealing with local officials."

Sincerely yours,

SJB:edf

(signed) Solon J. Buck

Microphotography at Peoria:

I have discussed with Mr. Hansen some of the points raised by the State Library Advisory Board. Mr. Hansen disagrees with Professor Windsor as to the probable cost. He says he does not think it necessary to make many retakes - that with the Photo Record it is easier to control the lighting than with the old Leica. He feels his studies at Columbia and his experiments here have given him sufficient experience with lighting and timing to permit good results. We have seen a good many commercial negatives purchased by other State departments, and such as I presume Dr. Windsor is getting, and many of them are pretty poor - poor focusing, distortion,

wrong exposure, etc. This is probably due to an effort to speed up production. Mr. Hansen says he ordered and has received film sufficient for most if not all of the Peoria work, shortly after our return from I.L.A., being under the impression that the work would start immediately. It is difficult to carry over film through the summer months here, and he is anxious to start. He estimates the total time required at from a month to six weeks, including time for returning once a week to develop and check his film. I hope the Board will authorize doing at least this one county on an experimental basis.

Respectfully submitted,

Archivist,  
ILLINOIS STATE LIBRARY

## **ARCHIVES - DEPOSITS**

### **Accessions:**

**Secretary of State - Index Department**

House Journals. 1939. 8 vols.

Senate Journals. 1939. 8 vols.

**Secretary of State - Bookkeeping Department**

Duplicate Payrolls. July 1, 1935 - June 30, 1936. 1 vol.

Schedules of Vouchers. July 1933 - Sept., 30, 1935. 1 vol.

**Secretary of State - Corporation Department**

Index Cards. 1938. About 5000 cards

## ARCHIVES - REFERENCE CALLS

### Secretary of State

Accounting Department Records	1
Corporation Department	
Annual Reports	54
Index Cards	17
Fee Books	3
Court of Claims	
Closed cases	1
Executive Department	
Commissioner of Deeds	2
Executive Register	3
Official Bonds	2
Notary Bonds - all from 1936-37	1
Notary Bonds - routine calls	5
Index Department	
Election Records	23
Securities Department	
Broker's Files	9
Closed Cases	4
General Assembly	
Miscellaneous Records	3
Enrolled Laws	19
Territorial Records - All	1
Genealogical Inquiries	1
Mail Inquiries	5
Miscellaneous	6



ARCHIVES - CATALOG DEPARTMENT

Catalog Cards:

Made by General Cataloging Department 213

Made by Archives Cataloging Department 631

Index Cards

Beene County, 1845 1908

Illinois State Library  
Archives Division  
Report for March 1940

Accessions

There were no accessions for the Archives vaults in March. Records were transferred to both Bookkeeping and Executive Departmental Vaults.

Mr. Hughes sent letters to each of the elective state officers and code department directors enclosing my memoranda suggesting records of greatest legal value and types of records desirable for transfer to the Archives. One of several purposes in sending these letters was to be on record as having offered to accept such records in case anything should happen to them, as in case of fire.

So far I have had few reactions:

Mr. Bloch, Clerk of the Supreme Court does not consider any of the Supreme Court records suitable for transfer to the Archives.

Cordial replies have been received from Mr. Bowen and Mr. Lloyd, neither of whom, however, seem to have records acceptable for the Archives. When the inventory of State Institutions is completed, however, some archival records may be found. Mr. Bowen says the early reports of the Board of Public Works are unusually detailed so the loss of the original records is less serious than it might be.

Mr. McLeod of the State Highway Department discussed the record policy of that Department verbally, just after Mr. Casey's appointment. He said the Department wishes us to know that it is in full sympathy with the program for the Archives Building, and decided to build its own records storage only after a very careful survey of their records. They feel that their engineering records are not permanent records, and that most of them can be destroyed after a period of years. Therefore, such records would not be acceptable for the Departmental Vaults. So long as they remain semi-current the engineers wish them ready for instant consultation. The permanent records, Mr. McLeod says, will come to the Archives vaults in a few years, but since none of these is more than 20 years old, they are still current records and cannot yet be transferred.

From Mr. Henderson I learned that the Division of Waterways of the Department of Public Works has received Mr. Hughes' letter (relating to the canal records) and seems to be reconsidering its earlier recommendations about Departmental Vault space; presumably with a view to archival transfers. Mr. Casey has always been friendly towards the Archives.

No other departments have replied to date, or if they have, Mr. Hughes has not forwarded the letters to me.

Staff News. Mrs. Reeder lost her grandmother on March 1. Miss Norton has been appointed to the following committees: National Advisory Committee for the Historical Records Survey; Society of American Archivists - Committee on Cataloging and Archives (reappointment). Miss Nuess returned from a month's vacation in Florida on March 11.

Visitors. Among the visitors to the building were: Mr. John Mauberg of Moline (First Vice President of Illinois Historical Society); Dr. Warren (noted Lincoln expert from Abraham Lincoln Life Foundation at Fort Wayne, Ind.) and his librarian, Mr. Cook (particularly interested in building details in relation to their proposed new wing). Visitors registered from Indiana, Michigan, Minnesota, Missouri, New York, Utah and Wisconsin also from fifteen Illinois cities. Every month we find signatures from Grayville, Illinois. Somebody there must be interested and advertising the building.

Building and Equipment. The electric clocks for the Secretary's and Archivists' offices were sent to the factory for repair. They have been returned, but are not yet keeping accurate time.

Mr. Georg, the photographer, took a number of pictures of the building for Blue Book purposes.

New Master Keys were made to replace those carried by the Watchman and Head Janitor. The outside door lock to Vault 9E is out of repair and the only key which will operate it is one of the discarded Master keys. This has been reported for repair.

The State Fire Marshall inspected the fire extinguishers on March 27th and reported all but one in perfect condition; there had been a leaky valve on one, and this has been repaired. The fire alarm company also made the routine monthly inspection.

Bids for the equipment for the Department vaults are to be taken April 16th. The specifications are to be submitted to us this week. Mr. Henderson thinks part of the files will get here before I leave for New York, and suggests that if so they be put in the Auditor's and Treasurer's Vaults first, "since their vaults are the most crowded and have most valuable records". That statement is true for the Auditor; with the Treasurer we may have to watch out for those closed bank records.

#### Staff Work.

##### Photographic Laboratory.

500 copies of 1st page of Constitution of 1818 for State Fair souvenirs. The date on these cards was about to expire.

300 enlargements, vol. 1 and 2 of Sangamon County Commissioners' records for the Archives. These will be exhibited at the State Fair and added to the collection of county archives. The originals are in the Historical Library.

5 enlargements of newly discovered Lincoln items for the Abraham Lincoln Association

68 positive and 68 negative film frames for Adult Education Art course.

##### Repair Department

163 pieces of Governor's Correspondence, 1823, 1843, 1846-48, 1852-53.

##### Filing Department

Security Department. Broker's file.

This file came to us by annual accretions.

Each item was filed alphabetically by year. Reference calls usually involved pulling items involving one company over a period of years. After consultation with the Security Department, all were refiled into one alphabetically series. Mr. Wetherbee, Mr. MacDonald and Mrs. Nelson did this refileing in one week, a job complicated by the fact that the original filing had been inaccurate. Later files are in the Departmental Vault.

Annual Corporation Reports have been final filed thru K and the Corporation Index Cards through P.

Secretary of State's Correspondence. The HRS employees (2 until this week when a 3d was added) are now filing the year 1905, under Mr. Wetherbee's direction.

House Bills for 1859 are being numbered and filed, now that the Journal for that year has been completed.

The unbound records of the Canal Commissioners and Fund Commissioners were unfolded and filed by the Archivist. This work required historical background and experience and could not be assigned to other staff members.

The Executive File is being unfolded and the filing rechecked by Mr. Wetherbee.

#### Indexing:

Mrs. McFadden has nearly completed the indexing of the 1840 Jo Daviess County Census.

Miss Norton has an index to the first volume of the Sangamon County Commissioners' Proceedings, 1821-26, about half done.

Miss Turner is indexing the 1861 House Journal. She has completed 395 of over 1000 pages. Modern bill numbering began about 1865. Journals prior to that date must be indexed before the original bills can be sorted and arrangement.

Mr. Hildebrand of the HRS is continuing his work on the inventory-index of the Insurance Reports.

Exhibit. The exhibit of the month is a collection of facsimiles of manuscripts illustrative of American history. These facsimiles are accompanied by portraits and explanatory notes. These facsimiles are the property of Mr. McCoy who is assisting with all archival exhibits. It is planned to change the exhibits about once a month to get people to visit the building more frequently. This exhibit has been so popular, especially with children, that we have decided to leave it up another month. Mr. Runyan of Bradner, Smith and Co. has promised to provide an exhibit for the paper anniversary in September.

Calendaring. Mr. Al Cohen from the Chicago office of HRS spent two days here, part of which was spent in looking over and planning for the publication of a calendar to Governor's Correspondence, 1809-53. The date 1853 was chosen as the final date because the Governors' Letter Books have been published to that date in the Illinois Historical Collections. Personally I am not very enthusiastic over calendars. ~~Personally I am not very enthusiastic over~~

They take considerable time and skill, and are a rather unsatisfactory substitute for the originals. Indexing covers the ground faster and requires less background from the maker. However, in checking Mr. Cohen's sample calendars with the original documents, I find he has done a careful and intelligent piece of work, and I am glad to get this job done and published for us. The actual calendaring is done in Chicago. Mr. Hington, who is a very conscientious worker, is transcribing part of the material here, while films have been furnished for part for use by a Chicago worker. Mr. Hington is now proofreading the work transcribed in Chicago from film. The calendaring on this collection is going along fast and Mr. Cohen hopes the volume can be issued this spring. My article in Illinois Libraries on the Governor's correspondence will be used as the introduction.

#### Lincoln Collection.

Dr. Harry E. Pratt of the Abraham Lincoln Association is now working on a "Lincoln Day by Day" volume covering the period of the eighteen forties. He is spending practically all of his time at the Archives, particularly making use of the detailed indexes to the House and Senate Journals compiled some years ago. For the Lincoln period these indexes were made unusually detailed, showing, among other things, the details of Lincoln's participation in every piece of legislation so far as ascertainable. The following new items have been added to our Lincoln collection, largely as a result of Dr. Pratt's research:

From the Fund Commissioners' Records: Lincoln's receipt for \$50.00 for "professional services rendered the Board of Public Works", date June 17, 1840

From the Pardon Records: A letter from Judge David Davis of Bloomington, recommending a pardon for Thomas Patterson, dated June 12, 1860, to which Lincoln added four lines also recommending the pardon.

From the Certificates of Qualification, the certificates issued by the County Clerk certifying to Lincoln's election to the House of Representatives, dated 1834, 1836, 1838 and 1840.

The opening of the new post office at New Salem is represented by an invitation to the dedicate, cachets, etc.

#### Miscellaneous Reference Questions.

Bill Day wanted to know the date of a certain speech in the 1913 General Assembly.

Mr. O'Shaunnessy, an attorney, preparing a case for the Court of Claims, needed the minutes of the Century of Progress Commission in 1931. This Commission was not required to file minutes, but since its work concerned the erection of the Illinois Host Building, he was directed to the State Architect's office where he found other material which served the purpose.

Dr. Isakoff of the Legislative Council checked data on the sale of the last of the Gallatin salines. A law passed in 1854 directed the Auditor to take over and sell any unsold salines. The Auditor's books indicated none sold since about 1834. Our index to patents issued by the Governor confirmed this date.

Mr. Phillips, chief clerk of the Pardons Board checked the Executive Files for a missing document on an old pardon case. The

exact document was not filed, in accordance with the custom of that day, but Mr. Phillips found two other documents which he could use.

Mr. T. Walter Johnson, an instructor at the University of Chicago wrote in for a transcript of a territorial record to which he had found reference; also for information as to the probable whereabouts of a record which the inventory indicates is in St. Clair County.

Mr. Erickson of the Legislative Council tried in vain to run down an allusion to a report on legislative voting machines which he thought had been made a number of years ago. I remembered the fact that sample machines were set up in the State Library beside my desk there in 1923, but we were unable to find a mention of a report.

The samples of reference questions given in these monthly reports are samples only, to show the variety of uses to which the archives are put. They may or may not be valuable for use in future questions of policy.

Catalog rules sent out:

Calvert County High School Library, Prince Frederick, Md.  
The Reference Library, Quarrie Corporation, Chicago.  
American News Co., Inc., New York  
Minnesota Historical Society-extra copy

HRS Inventories (All this series has gone to the Catalog Department for accessioning. The following numbers have been received in March:

Arkansas: Faulkner Count  
California: #36, San Benito County (Hollister)  
Florida: Federal Courts, No. 9  
Illinois: Calendar of Robert Weidensall Correspondence,  
Geo. Williams College  
Iowa: Diary of E. P. Burton, surgeon 7th regt. Ill., 3d  
Brigade, 2d Division, 16 A.C.  
Kansas: Checklist of Kansas imprints, 1854-76  
New Hampshire: Coos Co., No. 4  
Oklahoma: Report on the accomplishments and activities  
of the Oklahoma HRS, 1936-40  
Tennessee: A summary of special legislation relating to  
the Government of Sullivan County.  
Texas: Counties of  
No. 62. DeWitt  
No. 94. Guadalupe  
No. 105. Hays  
No. 199. Rockwell  
Virginia: No. 4, Amelia County

Plans for April work:

The aim for the next few months is to get all documents unfolded and filed in final form as the preliminary to the recataloging. This work of unfolding and refiling may appear unsystematic, and that is true. Certain records, such as the Notary Public records could be unfolded by NYA or WPA help. Other records such as the Executive File and the Fund and Canal Commissioners' records must be handled by persons capable of determining whether an 1834 document found folded in with 1855 documents has been merely misfiled, or

whether it now forms an integral part of later cahier. Certain records, like the criminal records, which might have a morbid interest, we feel should be done by a staff member rather than given to a WPA or especially to a NYA worker. We get into this unfolding work somewhat unsystematically, due general to having calls likely to lead to the records. For instance, I stopped my regular work to do the Canal and Fund Commissioners' records to see whether they would be appropriate for further calendaring. Mr. Cohen and I agreed they could not be handled that way, but that they could be handled through a modification of the inventory procedure.

There is no end to the repair work to be done. Even though we later purchase a laminating machine, there are certain records for which crepelin will be preferred - especially for records, such as the census records, where the writing is badly faded. I understand the National Archives is quietly using crepelin on its oldest records, perhaps because it may distrust the results of the accelerated aging tests for the new process. I find in my reading that some of the European archivists experimented with the cellulose acetate sheets, using adhesives rather than the plastic principle of heat and pressure. They found a tendency to get crinkly and the development of a marked brownish tinge. The Germans have used Zellit, Zellon, Cellon, and its is variously called, a sort of varnish with an cellulose base, and have also found a dark discoloration developing. Apparently no such troubles have developed from the laminating process, but for the present I would recommend it for bulky files of not too great value, for instance some of the later Governor's correspondence which must have some treatment if it is not entirely lost.

The filing and indexing in progress will be continued during the coming month.

The compilation of History Cards for the Catalog will be resumed, and it is hoped, completed, next month. It will then be typed off into book form for ready reference and expanded with the addition of bibliographical citations, etc.

#### Attendance at Conferences and Speeches.

I am preparing papers as follows:

- A.L.A.: Classification in the Illinois Archives  
Libraries and Archives (?) I haven't heard further from  
Dr. Kuhlman on this subject. May.  
Mid West Filing Conference: What the State Archives Can Do for the  
Business Man. June

A note from Mrs. Kerr of the Washington office of WPA states that a conference of the National Committee on the Historical Records Survey will be called soon, but she did not say where it would be held and whether there would be an allowance for expenses. I suppose the latter item would be taken care of by WPA.

Local Archives. Appended is a copy of the deposit form used by the Baker Library at Harvard. It was drawn up by the Harvard attorney, and on reading it, this strikes me as an excellent model for us to use for possible deposits of county archives. The liability and limitation of depository status clauses are particularly well worded.

Respectfully submitted,

Archivist  
ILLINOIS STATE LIBRARY

HARVARD GRADUATE SCHOOL OF BUSINESS

ADMINISTRATION

Baker Library

Memorandum on Manuscript Acquisition

The following material is herewith presented to the Baker Library with the understanding that it shall be cared for in a manner which will, in the judgment of the Library, best provide for its physical preservation and at the same time make it most readily available to research students. The library will return to the donor all personal papers. It reserves the right to transfer to a more suitable depository valuable papers which do not pertain to business and economic history, and to destroy such papers as may, in its judgment, be of no value. The material shall be available to properly qualified research students.

Restrictions:\*

Description of material:

Industry

Name of firm

Location

Period covered

Amount and type of material

\*In the case of the deposit of manuscript material with Baker Library, it is understood that the deposited items will be given the same care and protection that is bestowed on other property of the same interest and value belonging to the Library; and that Harvard University and/or Baker Library assume no responsibility or liability of any kind for any loss or injury which may occur in spite of such care and protection.

It is further agreed that if no written demand for the return of this material is made by the depositor, his heirs, assigns, or authorized representative within twenty years from this date, it shall thereby automatically become the property of Harvard University and Baker Library outright.

Date \_ \_ \_ \_ \_

Signature of Donor \_ \_ \_ \_ \_



ARCHIVES - DEPOSITS

March 1940

Accessions

0

# ARCHIVES - REFERENCE CALLS

March 1940

## General Assembly

Bills	11
Journals	5
Miscellaneous Records	14
Indexes	6
Enrolled Laws	18

Genealogical Inquiries	3
------------------------	---

Insurance Department	
Annual Reports	1

Mail Inquiries	6
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## Secretary of State

Accounting Department Records	1
Census Records	2
Corporation Department	
Annual Reports	81
Index Cards	14

Court of Claims	
Closed cases	1

Executive Department	
Governor's Letters vol.1	1
Executive Register	1
Land Records	3
Notary Bonds	3
Notary Petitions	1
Trade Mark	1

Index Department	
Election Records	15

Securities Department	
Brokers' File	4
Closed cases	2

Miscellaneous	7
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ARCHIVES - CATALOG DEPARTMENT

March - 1940

Catalog Cards:

Made by General Cataloging Department 18

Made by Archives Cataloging Department 77

ILLINOIS STATE LIBRARY

Archives Division  
Report for April, 1940

Accessions. None

Mrs. Cowden of the Public Health Department has promised to collect and deposit a complete set of the publications and forms used by that Department.

The Adjutant General has presented his remaining stock of reports listing Civil, Spanish American, etc. soldiers from Illinois. These volumes were salvaged from the Arsenal after the fire, and some are in poor condition, but since no more are available and the Adjutant General does not intend to reprint them, it seems advisable to accept these for our surplus stock. With them he sent for fumigation, a box of infested volumes which are to go into his Armory vault.

Building and Equipment.

Bids were opened for the equipment for the Departmental Vaults last week, but I have not seen a notice about the awarding of the contract and do not know who was low bidder.

The lock for the exterior door of Vault 9E had to be sent to Chicago for repair. It was replaced temporarily by another lock. The repair was attended to promptly.

The two second floor clocks returned to the factory for adjustment have been returned but keep worse time than before. Mr. Darby was to ask the architect to take the matter up with the manufacturer.

Exhibit. The exhibit of facsimiles of early American documents, lent by Mr. McCoy, is to be left up for another month at the request of the Superintendent of Public Instruction who has featured it in one of the Illinois educational magazines. The exhibit has seemed to be popular with children, a number of whom have visited it in twos and threes, as well as in groups brought by teachers.

The charter of the City of Springfield, the centenary of which was April 1, has been given a central place in the built-in cabinet. A photograph of this document was published by the Illinois State Register.

The next exhibit will feature the work of the Historical Records Survey which is putting on a nation-wide "open house" for the week of May 20 to 25. The work of the Archives staff as distinguished from that of the Survey will also be emphasized in the exhibit. Details have not been worked out.

Staff Work.

467 History Cards have been added to the catalog, completing this compilation. The contents of the cards are now also being typed into book form for desk use.

Volume 1 of the Sangamon County Commissioners' Court has been indexed. Cards for the name index have yet to be typed.

Repair Department: 45 pieces of Governor's Correspondence, 1846; "Manuscript of House Journal, 1836-37", 40 pieces; Jo Daviess County census of 1855, 263 pieces. Total, 348 pieces.

**Photographic Laboratory:**

Copying, enlarging and mounting library posters (Miss Rogers)	12 copies
Copying, enlarging snapshots of libraries and mounting same (Miss Rogers and Mr. McCoy)	30 copies
Enlargements of regional maps (Miss Ryan)	25 copies
Copying magazine article and making enlargements (Rosenbach library) (Miss Norton)	4 copies
12 positive and 12 negatives for Mr. Brown	24 frames of film
Sangamon County Commissioners' Court Proceedings Vol. C, 1828-36	150 enlargements
Governor's Correspondence, 1848-52 (Sent to HRS Chicago office for calendaring)	534 frames of film
Reference Room, approximately 20 hours	

**Mrs. McFadden:**

Finished coding and typing cards for Jo Daviess census of 1840. (Number of cards will be reported when proof-read and ready to file)

Finished newspapers clipping file for 1923. (On account of moving into the Centennial Building that year this was left unfinished and the fact that it was incomplete was only recently noted.

**Mrs. Nelson:**

Corporation reports for 1937 filed to Ne; "not for profit corporation" reports filed thru Sp. The work has been slowed down considerably by the fact that under HRS rules Mr. Blood informs me that we cannot use his workers to assist in stapling, filing and typing of folders since this is classified as current work. Our NYA boy is not here enough to keep ahead of Mrs. Nelson.

Guides recently purchased by the Corporation Department for the Corporation Index file have arrived and partly installed.

**Miss Turner:**

Filed House Bills for 1869. Filing of these early bills has to be preceded by the volume indexes.

House Journal 1861, slips made through p. 556. The making of these Journal indexes is a lengthy and tedious task, but a necessary one. This accounts for repeated reports on the same volume. Only three or four volumes remain to be indexed in this series, and as Miss Turner enjoys the work this prolonged task bids fair to be completed within the next few months.

**Mr. Wetherbee:**

Mr. Wetherbee has taken over all the research reference work formerly done by the Superintendent. This has been done not so much to get out of work myself as to familiarize him with the work so that he can carry on while I am in New York. He has the patience and thoroughness that characterize a good reference librarian. A disproportionate amount of his time has to be spent in the Reference Room, but so far we have not been able to avoid this because the other staff

members call on him if they are not certain that they have found all materials wanted.

On April 16 Mr. Wetherbee attended the regional library conference at Abingdon.

Other work of Mr. Wetherbee is reported in the statistics.

Miss Nuess typed a copy of our index to laws relating to Illinois lands, for the Executive Department, which had lost its copy. This gave us two needed carbons for our own use. The original copy had many annotations, added from time to time, which are of course now in correct typographical form.

Both Mrs. Reeder and Miss Nuess have been so busy full time typing for the superintendent that they have had little time for the census indexing. Mrs. Reeder finished the cards for Edgar County, 1855, but the volume has not yet been proof-read.

### Lincoln Collection.

One type found in the General Assembly files for 1839/40 was added to the Lincoln collection. This was a minority committee report on the investigation of the State Bank, with annotations which may be in his hand, and signed by Lincoln, Orlando B. Ficklin, John (later Governor) Wood and others. Dr. Pratt says it is an important Lincoln item. A copy is being made for the Abraham Lincoln Association.

### Historical Records Survey.

I attended a luncheon given April 15th, by the local workers for Dr. Van de Woestyne, state director, speaking briefly.

Publications have been received as follows:

Illinois: Index of federal archives:

Ser. 7. Department of the Navy. No. 12, Illinois

Ser. 11. The Federal Courts. No. 12, Illinois

Ser. 3. Department of Treasury. No. 12, Illinois

California:

No. 27. Mono County

Connecticut:

No. 2. Hartford County, vol. 17: Newington

Indiana:

No. 87. Warriek County

Iowa:

Legal status of women from 2250 B. C. 2 vol.

Louisiana:

Transcriptions of parish records of Louisiana, No. 26,  
Jefferson Parish (Gretna). Ser. 1, Police jury minutes,  
vol. 4, 1870-79

Inventory of parish archives: No. 26, Jefferson Parish  
(Gretna). A brief history

Massachusetts:

Town and city archives: No. 14 Worcester County, vol. III  
Auburn

Montana:

No. 47, Silver Bow County

Ohio:

No. 18, Cuyahoga County, vol. 5: Cleveland

No. 76, Stark County

**Pennsylvania:**

No. 64, Wayne County

**Vermont:**

University of Vermont: Billings Library. Index to the Burlington Free Press, vol. 1, 1848-52

Inventory of the town, village and county archives.

No. 11, Rutland County, vol. 22, Shrewsbury

No. 13, Windham County, vol. 3, Brookline

The Historical Records Survey has sustained a serious loss in the recent death of Professor Robert G. Binkley of Western Reserve University, chairman of its national advisory council and one of two originators of the project. Dr. Binkley was also the first to advocate the application of microphotography to library and archival work.

**Catalog rules.**

Copies were sent on request to:

Hoover War Library, Stanford University

The National Archives, Brazil

Miss Lucy Foote, chairman of an A.L.A. catalog committee in answer to a questionnaire on corporate entry for government documents.

**Visitors:**

The most distinguished visitor of the month was Mrs. Ignaz Barretto Correia d'Araujo, member of the Brazilian Commission to the San Francisco Fair. Mrs. d'Araujo is a lecturer and journalist by profession. She has spent the winter visiting and studying archives in preparation for opening a new school for government filing clerks in Rio de Janeiro. From this filing school she hopes to develop a training class for Brazilian archives.

Miss Gertrude Ackermann, formerly of the Manuscript Department of the Minnesota Historical Society and now attending the University of Illinois Library School, spent one day in the State Library and in the Historical Library.

Miss Katherine Putnam, also of the Minnesota Historical Society also came in a few days later. I was out at lunch and she could not stay, but Miss Turner talked with her and showed her about.

One person registered from Tennessee, one from Wyoming, and all other registrants were from Illinois: Bloomington, Danvers, Oak Park, Ullin, Lincoln, Anna, Lawrenceville, Princeton, Normal, Rock Island, Hoopestown, Chicago, Mount Sterling, Pleasant Hill, Champaign, and Springfield. Only a very small percentage of visitors register.

**Reference Calls.**

Our statistics give an inadequate conception of the use of the building. Although it would be incorrect to count trips of clerks to their Departmental Vaults as reference statistics, such calls were formerly of course added to our statistics before the records were changed. Departmental Vault keys were issued 260 times in March and 116 times in April (through the 26th), for the seven vaults now occupied. The number of documents consulted it is impossible to calculate.

I have looked in vain for comparable statistics from other archival establishments. The fact that the records in the Archives to date are of comparatively small historical value means that our calls are for official use chiefly. Frequent consultation of a record for such purposes is a sign that that record probably belongs in a Departmental Vault rather than in the Archives proper. There is no statistical way of indicating qualitative rather than quantitative reference. If our present policy with regard to accessions is pursued, and I believe it is a wise one, we may have to reconcile ourselves to a gradual diminution in number of calls for the records now here. The accession policy referred to is that of stressing the importance of getting records into the building, even though some of the records may go into the Departmental Vaults for a period of years before coming to the Archives proper. A check on the number of times the vaults are entered for purposes of consultation may help in persuading officials that the records are not so necessarily kept under their own jurisdiction as they now believe. Previous experience has shown that one of the chief difficulties will be overcome when they get used to the idea of coming to Archives Building for their records. The convenience of having them serviced by our clerks rather than their own may be a factor in future transfers.

The Iowa archives is most nearly like the Illinois archives in scope - in fact, the Illinois archives organization (for the division itself) was patterned upon that of Iowa. I have no recent report at hand, but have found among my notes a review of the 1932/34 Biennial report: "In Iowa, over a period of years, the number of calls for information from without the state was only slightly less than the number from within; 23,189 from outside against 23,488 from within. It is interesting to note that during the same time the archives provided 6,208 certified copies of documents under conditions which required no fee and 8,369 copies for which fees were paid amounting to a little less than \$4000. The distribution of the calls for information from state offices is of interest: of a total of 1,463 in one year, 1,186 were for information on financial matters - 864 from treasurer, 162 from auditor, 86 from controller, 66 from insurance department, and 38 from board of control; while only 121 calls were from agencies concerned with cultural matters - 106 from the superintendent of public instruction, 8 from vocational education, and 7 from history."

Iowa has a law making transfer of records over ten years old compulsory. Therefore, although a smaller state, they have more types of records than we; unlike the Illinois archives the Iowa archives accepts semi-current records and circulates them to departments, so that in 1934 they had more records than we have now. This makes our biennial statistics indicate a normal use for the archives.

The proportion of official business to historical research is about the same. The Research Department of the Tax Commission uses the archives for purposes which would be counted as historical if they were not official. Dr. Pratt, secretary of the Abraham Lincoln Association spends a great deal of time here and it is difficult to measure his calls statistically. The only way we can measure his calls is through counting the number of documents used, which does not give a true picture when he may merely glance at one to verify a point and spend several days of research involving one particular item. I



suppose, however, that is characteristic of all reference work in a research institution, and perhaps the total number balance in the end.

Respectfully submitted,

Archivist

ARCHIVES - DEPOSITS

April 1940

Accessions

0

# ARCHIVES - REFERENCE CALLS

April 1940

General Assembly	32
Genealogical Inquiries	2
Mail Inquiries	4
Secretary of State	
Corporation Department	
Index Cards	17
Reports	40
Executive Department	
Executive File	12
Notaries Public	8
Trade Marks	4
Index Department	
Election Records	14
Enrolled Laws	14
Securities Department	
Brokers' File	13
Closed Cases	4
Bookkeeping Department	
Duplicate payroll	<u>3</u>
Total	164

ARCHIVES - CATALOG DEPARTMENT

April 1940

Catalog Cards

Made by General Cataloging Department

6

Made by Archives Cataloging Department

6

History cards

~~497~~

475

Index Cards

Clark County, 1855

2428

## ILLINOIS STATE LIBRARY

### Archives Division Report for May, 1940

#### Accessions:

The response to Mr. Hughes' letter to department heads suggesting transfers to the Archives Vaults having resulted to date in no accessions, it has been decided to revert to an earlier policy with respect to the Archives. When the Departmental Vaults were planned, it seemed probable that the various departments would prefer to retain jurisdiction of their records so long as their Departmental Vaults were only partially filled. Since only permanent records are authorized to be transferred to these vaults, it was felt that the departments would gradually become accustomed to the idea of coming to the Archives Building to get their records. Things have seemed to work out that way.

The fact that we do not service records in Departmental Vaults is working in two ways. First, the departments are finding it convenient to make inventory indexes to their records, which is resulting in a marked movement towards weeding out the files. Second, departmental clerks will bring pressure on their chiefs to turn over older records to the Archives vaults so that the Archives staff will service the records.

In discussing transfers with department heads in connection with the architect's request for exact knowledge as to space and equipment requirements, all emphasis is being put by the archivist upon the necessity for getting all important records to the Archives Building. This means that there may be an apparent drop in reference calls for several years as records now in the Archives department become more and more non-current. This will be temporary, however.

The State Treasurer transferred a number of early records to the Archives over a year ago. When we checked records for transfer to the Archives Vault his representative offered a number of other records which it had been decided would be suitable for the Archives. It is probable that other departments will make similar offers.

There was but one transfer to the Archives during May - a routine transfer of certain election records, as noted in the Statistics.

#### Open House Week.

The Professional and Service Divisions of the WPA requested permission for an "open house week" to show that "This Pays Your Community". The Archives staff has had many requests for tours through the building so these seemed an excellent opportunity to show what the Archives staff does also. Therefore, the week of May 20-25 was set apart as "Open House Week at the Archives". The building was open to the public each day from 8:30 to 5 p.m., and Tuesday evening from 7:00 to 10 p.m. Historical Records Survey workers acted as guides and received many commendations for their intelligent enthusiasm. A committee from HRS also collaborated with the Archives staff in preparing exhibits. Despite adverse weather, 1035 persons signed the register during the week.

The Nathaniel Pope room housed a joint exhibit of the HRS and the Archives. The built-in case was filled with a display of interesting county records, chiefly from the Archives collection. The case on the north wall displayed the printed volumes of the Illinois HRS, a most attractive splash of color. The case at the northeast corner showed photographs of county court houses. The Archives photographer made copies of uniform size from the miscellany of newspaper clippings and photographs sent in.

The Archives exhibit filled the remaining two cases. Considerable time was spent in the preparation of this exhibit with the expectation that part or all might be loaned for exhibits elsewhere. The exhibit will be displayed at the Midwest Filing Conference held at Chicago on June 8th; it will be taken to the Columbia School of Library Service this summer; a group of persons interested in the establishment of an archives department in Vermont wish to borrow it next autumn; and several members of the State Library staff have spoken of using parts of it from time to time.

The exhibit is in two parts: 1) Your government serves you. 2) How the State Archives preserves and prepares records for use. The first part is a series of charts listing briefly the services performed by each State department, line drawing symbols (Carl Giganti, artist) attracting attention to the charts. This is followed by a placard "Its records must be preserved". Several photographs of basement storerooms labelled "Yesterday" are followed by "Today", showing a photograph of the State Archives Building. The second part of the exhibit shows in detail with photographs and sample forms, the workings of the Archives Building: The Departmental Vaults; the various processes of preparing records, from a sample inventory form taken by the HRS to a detailed portrayal of repair and photographic work, arranged by Process number. The photographs taken for the new Blue Book are supplemented by various other smaller photographs.

The tour of the building included the Edward J. Hughes room and other first floor public rooms, the third level of the Archives vaults, the first floor Cataloging-Classification Room, the Receiving Room, Photographic Laboratory, Mending Project and Archivist's suite. The editorial staff of the HRS moved desks into the first floor work room where they explained their editorial process. The WPA library project exhibited a model WPA library in the second floor lobby.

#### Staff news

The staff was represented at A.L.A. in Cincinnati by the archivist (all week) and Mr. Wetherbee (last half). The archivist read a paper on "Classification in the Illinois Archives" on Tuesday May 28th. Dr. Roscoe R. Hill read a parallel paper on the National Archives. Since there was some disagreement between the two papers a lively discussion followed. Dr. Ernst Posner of George Washington University, formerly of the Prussian archives, made especially illuminating remarks. On Wednesday the archivist lead the discussion of Dr. Buck's paper on the Training of Archivists.

Other sessions and papers of particular interest to archivists were given in the Archives and Libraries section. The Monday

afternoon session was devoted to various phases of the HRS work, and evoked so lively a response that the session lasted over 4½ hours. Librarians were especially insistent that circulation of HRS publications should not be limited to present depositories. Many wanted to purchase copies, not now possible.

Dr. Julian Boyd's paper on collecting policies of historical societies was a scathing criticism of those societies for failure to collect records of present day social interest. The archivist participated in the discussion which followed.

Dr. Ernst Posner's paper on European practices with relation to local archives was so pertinent and practical in its suggestions that arrangements have been made for borrowing it for our use in advance of publication.

Friday morning was spent at the Cincinnati Municipal Reference Bureau. Mr. Skinner, the director, is perhaps the most noted man in his field of municipal research. The visit was of interest because of our close contacts between the Illinois Planning Commission and the Research Department of the Illinois Tax Commission.

Considerable time was spent conferring with people in related fields and in visiting exhibits, especially those on microphotography and microprint. The exhibit on microprint, by Mr. Beni, was of especial interest as suggesting applications for purposes where microphotography is not completely satisfactory.

From Cincinnati the archivist went to Washington to attend a meeting of the Committee on Reorganization of the Conference of Historical Societies, held on Monday; and of the National Advisory Committee on the HRS held on Tuesday and Wednesday. As she is not a member of the first committee but was specially invited to sit in and participate in its deliberations, she does not feel free to comment in detail on its proceedings. She extended the invitation of the President of the National Association of State Libraries to affiliate in connection with the reorganization, but it seems likely that the affiliation will be with the American Historical Association as at present.

A report on the HRS Committee proceedings is appended.

Meeting of the National Advisory Committee  
of the Historical Records Survey.

Mrs. Florence Kerr, Assistant Commissioner of WPA called a conference of the National Advisory Committee of the Historical Records Survey to meet in Washington June 4 and 5. Mrs. Kerr had been called out of town and was represented at the meeting by Mr. Harvey E. Becknell, director of the Research and Records Projects who sat in at all meetings. Mr. Sergeant Child, National Director of the Historical Records Survey presided as temporary chairman. Mr. Herbert A. Kellar was elected chairman, vice Dr. Robert C. Binkley, deceased. Among those present were Dr. Julian Boyd (librarian of Princeton University), Douglas C. McMurtrie (National director of the Imprints Survey), Dr. C. C. Crittenden (director, North Carolina Historical Commission), Mr. John Clement (lawyer and historian, Rutland, Vermont); Dr. Luther H. Evans (chief, Legislative Reference Section, Library of Congress), Dr. Philip Hahn (National archives), Dr. Waldo G. Leland (secretary of American Council of Learned Societies and president of the Society of American Archivists) and Margaret C. Norton (Illinois State Library), Dr. Robert L. Schuyler (editor of the American Historical Review), Dr. Theodore C. Blegen (University of Minnesota), and Dr. Herbert E. Bolton (University of California), the other members of the Committee, were unable to attend. Various members of the national editorial staff were called in for consultation from time to time. Col. Harrington, Commissioner of WPA, spent something over an hour with us on June 5th.

The program for the Historical Records Survey was discussed very thoroughly from three points of view:

- 1) The program to date, with criticisms and suggestions of work to date.
- 2) Future program
- 3) War emergency.

1) Program to date.

Discussion of the program to date started with a consideration of questions relating to means of speeding up production without decreasing the quality; methods of distribution; and getting adequate editorial assistance for the Washington office.

Speeding up the program.

It is obvious that there is a bottle neck here, due to the time taken for writing the introductions: history of county offices and the county histories. The Washington office endeavors to act upon inventories submitted for publication within two weeks of receipt. In the case of states having a strong state editorial staff the examination by Washington is apt to be more or less perfunctory. Various methods used were described to us by the editorial staff.

The question of condensation was discussed thoroughly. Dr. Crittenden of North Carolina advocated the condensed version of inventory published by the North Carolina Historical Commission. The committee finally decided that the present expanded form of entry was desirable for the preliminary edition because



- a) Officials found the precise analysis of contents valuable from a use standpoint
- b) One third of the present entries relate to analyticals showing where records on a certain subject would be found in the archives. For instance, marriage records found in a general file for a certain period would appear to be merely missing if only a skeleton inventory were given, instead of being located.
- c) The compilation of condensed inventories would be less mechanical than the present form and therefore add further to the present bottle neck in the editorial office.
- d) 80% of the inventory sections in the present form have been final edited and await only the introductory portions of the volume.

The possibilities of issuing the histories of county departments as a separate key volume and the omission of the county histories was discussed. There seems to be a demand for the inclusion of these items on the part of users which justifies the continuation of this work. The possibility of inviting local historians to do the historical sections was discussed by the Committee but opposed by the editorial staff because the work would not be of sufficiently high quality and jealousy would result if poor documentation required rejections.

The poor quality of paper, ink and binding, also the bulk of the publications in their present form was discussed thoroughly. The possibility of a final edition in reprint form - by offset printing, microfilm or microprint - was discussed without any final action being taken on the matter.

The problems of distribution of publications gave great concern to the Committee, especially to those who had heard discussions at A.L.A. Librarians had expressed themselves as being disappointed at the limited distribution under present conditions - demanding more depositories or an opportunity to purchase copies. Demands from schools is also very heavy. The practical problems arising from the inability or unwillingness of sponsors to provide an adequate number of copies for distribution was sympathetically discussed. Mr. McMurtrie said he believed the Imprints Survey Publications are going to all persons and institutions whose interests justify the distribution, about 500 copies being distributed.

Certainly the private demands for the county inventory cannot be met under present conditions. It was suggested that the stencils be surrendered to a national agency which might reprint them for sale, setting up a revolving fund.

Several institutions are being given rag paper editions on paper furnished by themselves. The willingness of the HRS to accommodate in this respect was not known to most of the committee. I suggest that the Illinois State Library consider such an arrangement for the Illinois inventories.

The problem of editorial assistance results from the requirement that the quota of certified and non-certified staff be maintained at the ratio of 95 to 5. The closing of an L. C. project on August 1st will perhaps enable the HRS to take over some well trained persons who can assist in editorial work.

### 3) The War Emergency

The Committee felt very strongly that it is desirable to continue the present inventory program of the Historical Records Survey. They were deeply concerned with the probability that if the Survey were abandoned as a result of a national emergency it would be improbable that it would be revived at the close of the emergency and impossible to reassemble its present efficient and experienced editorial staff in case revival of the project became practicable. A dissolution of the project would result in the loss of a major part of the investment already made in the inventories. The Committee were conscious of the fact that a continuation of the present work in its present form would be regarded as boondoggling and draft evasion.

Mr. Child estimates that only about half of the workers would be subject to immediate military service. The problem confronting the committee is how to justify the continuation of the project as a project, in case of a war emergency, in such a way as to retain a skeleton organization of the HRS editorial and sub-editorial staff so that when normal conditions permit resumption of the present program we shall not have to start all over again in training and assembling personnel. It is the hope of the Committee that no change in the present program will be necessary.

The Chairman appointed a sub-committee headed by Dr. Boyd, to whom were referred various memoranda from Dr. Evans and others. The sub-committee made a preliminary report on Wednesday, which was discussed first with the whole Committee and later summarized for and discussed with Col. Harrington. The sub-committee was instructed to present a preliminary report immediately to Mr. Child, to be followed later by a detailed program to be approved by the whole Committee.

The purpose is to justify the continuation of the project to the extent of retaining a skeleton staff of key persons, by showing how the present organization can swing over into emergency work more quickly and efficiently than any new agency. It is pointed out that the HRS is one of the few organizations with a nation-wide coverage, having contacts with all local officials, librarians, educational institutions and churches; that it enjoys the confidence of these persons. Its personnel is trained in clerical fact finding, versatile and mobile, and familiar with the record materials from which the facts would be compiled.

As samples of the work which the HRS could swing into at a moment's notice are the following:

1. Assistance to draft boards:  
Compilation of birth and naturalization records - an extension of the present county inventory work.
2. Clerical assistance to Procurement and the Treasury Department.
3. Evaluation of records and finding temporary storage for valuable records endangered by crowding in governmental offices and warehouses. The contacts with librarians and museum officials and other institutions which might afford temporary space would be helpful. (Ties in with inventories of state records particularly.)

4. Assistance in evacuation of archives from Washington and other threatened localities.
5. Preservation of the records of wartime agencies.
6. Cooperation with National Council of Defense in discovering trends of public opinion through newspapers, sermons, etc. The Cleveland project which abstracts of foreign language newspapers was cited as an example.
7. Compilation of directories. Col. Harrington was interested especially in the directories of churches issued by the Survey - as a means of getting army chaplains, reaching leaders of church groups, especially colored and foreign groups.

The Committee also recommended the drawing up of plans for the transfer of the records of the Historical Records Survey itself to appropriate institutions, preferably to the various state archives, so that the incomplete results of the Survey would be available for future resumption of the work.

It is of course understood that this report on the deliberations of the Committee is in a sense a divulgence of the proceedings of an executive session. Things are apt to move so fast, however, that I believe it justifiable for me to report briefly in order that Mr. Hughes and you may be somewhat prepared for any sudden shift of emphasis. These deliberations indicate not what the Committee wants but the direction it believes the project might profitably take.

ILLINOIS STATE LIBRARY

Archives Division

Report for May, 1940  
(Continued)

REPAIR DEPARTMENT

Completed mending Jo Daviess County census, vol. 17, 1855, approximately 500 pages.

Mended 32 pieces Governor's correspondence, 1893.

Mr. MacDonald demonstrated repair methods the week of open house and this was one of the most popular features.

Filing Department

Mrs. Nelson completed the filing in of Annual Corporation Reports - approximately 50,000 reports. The Corporation Department retains in its own office the Annual Reports for the current and two preceding years, making annual transfers of one year's file. The new reports are filed with the old reports in an alphabetical file, so that all reports are kept together. The filing here is complicated, and generally requires a good three months' work of doing nothing else. Because Mrs. Nelson spends half of her time at the Reference Desk this work has taken about six months this time. Unfolding and stapling can be done by HRS or NYA, but the filing is so complicated by the number of corporations of practically the same names, and accuracy is so essential, that Mrs. Nelson has had to do practically all of the work herself. These records should really be in the departmental vault and serviced by the Corporation clerks. Mr. Margrave prefers to have the records kept by us because of their extreme importance. About ten years ago it was discovered that a clerk was tampering with the records in the Corporation Department and one of the factors in convicting the clerk was the fact that he had not dared to sign for reports which we were keeping, so that these intact reports helped to prove when and by whom the later ones had been changed.

Photographic laboratory

130 exposures, 300 enlargements for HRS exhibit. (Copied pictures of county court houses, etc.)

9 exposures, 18 enlargements for Dr. Pratt

4 exposures, 4 enlargements for Senator Dixon

2 volumes of Illinois coal reports copies on film.

The Department of Mines and Minerals has the only copies of these and suggested that we copy them in case of anything happening to the originals.

Other staff members reported routine work for the month.

Respectfully submitted,

Margaret C. Norton  
Archivist

## Report on A.L.A.

Monday, May 27th.

### Morning:

I attended a committee meeting of the chairman of the sub-committees of the Committee on Historical Source Materials of the American Historical Association. The sudden death of Dr. Binkley of Cleveland, who was chairman of the Joint Committee on Materials for Research left the work of all allied committees in an uncertain condition. Since there seems to be no one man in the country ready to carry on the activities of Dr. Binkley's Committee there is some question as to whether it will be continued or whether various committees now functioning will carry on the work. Miss Adeline Barry, Dr. Binkley's secretary-assistant is now carrying on the work. The committee meeting which I attended discussed its own work with relation to Archives, Manuscripts, Newspapers Business Records and Library Holdings.

### Afternoon:

I attended the Joint Program of the Committee on Archives and Libraries of the A.L.A. and the Historical Records Survey. This session was devoted to progress reports on the Historical Records Survey. The speakers were Sargent B. Child, National director, Margaret Sherburne Elliott, editor of manuscripts, Douglas C. McMurtrie, consultant on the Imprints Survey, and Herbert A. Kellar who gave an appraisal of the work of the Survey.

The discussion which followed was a lively one, and the meeting lasted four and a half hours. Much of the discussion concerned library dissatisfaction with methods of distribution of copies of publications of the Survey. Librarians were satisfied with the selections for depositories, but clamored for an opportunity for other libraries to obtain copies, by purchase if not by gift. Mr. Child replied that the cost of publications is frequently met by the sponsor or the county board, and it is impossible to persuade a small county in Nevada, let us say, to publish 1000 copies for distribution to libraries in Massachusetts. This topic was discussed in considerable detail by the National Advisory Committee of HRS the next week.

Tuesday, May 28th.

### Morning:

The second session of the program prepared by the Committee on Archives and Libraries was held on Tuesday afternoon, May 28th. The topic was Classification of Public Archives. The speakers were Dr. Roscoe R. Hill, Chief of the Classification Division of the National Archives and I were the speakers. A copy of my own paper was appended to my April report. A copy of Dr. Hill's paper is attached to this report for comparative purposes.

The two papers approached the subject from opposite directions. Dr. Hill started with a discussion of the classification of the records of one relatively small and temporary commission, while I talked in terms of a classification for the archives of the State as a whole. Dr. Hill maintains that the archivist should classify only those records which are already in the archives, while I argue

that if you make no provision for records which have not yet come to the archives, your classification scheme will be upset if you have to insert them later. Dr. Posner was called upon to comment on the two papers and remarked, "Whether or not Miss Norton has studied the Russian theory of classification, that is what she is advocating." I have bibliographical references to this in my notes, but the articles are in languages I do not read. I am attempting to find a translation in some of the Washington files. I was interested because prior to the meeting Dr. Buck had remarked that he believed the proper approach to classification is that of the Russian archives. Naturally he made no further comments after hearing the two papers.

Discussion brought out the fact that the National archives and the Illinois State Library are the only two institutions which have philosophized on the subject of archival classification as applied to American problems. The Muller, Feith and Fruin Manual on Arrangement and Description of Archives, which has just appeared in translation, has proved disappointing to many because it is highly technical and does not describe methods. Americans are asking whether the principles for the classification of the rather simple archives described in the Manual still hold. Both Dr. Hill and I approaching the subject from different angles tend towards the feeling that the basis for classification of archives should probably be the function rather than the department though this also breaks down at points. Both of us probably overemphasized our points of difference deliberately, because we feel that the whole subject should be kept open to discussion until American archivists have had more experience with the subject.

In this connection I am enclosing a copy of a review of the Muller, Feith and Fruin Manual written for the Mississippi Valley Historical Review.

#### Afternoon:

I visited with various friends and did the exhibits very thoroughly (from an archival point of view). I spent considerable time at Adeline Barry's booth where she displayed some of the experimental work done for the Survey, especially on newspaper indexing. It is interesting to note that abstracting of newspapers has been abandoned in favor of indexing because of the difficulty of technique. Abstracts from foreign newspapers, however, are regarded as highly important from a national defence angle, and this work will probably be continued.

I was very much interested in the two sets of publicity exhibits on the balcony. The Ohio State Library Mechanical book was the best of the sort I had seen. I caught myself watching for the turning of the leaves rather than reading what was on them, and in consequence am a little dubious. I was particularly attracted to the A.L.A. exhibit showing library show cases. At the time our exhibit cases were built I wanted pyramids built in instead of glass shelves which are standard equipment. Our architect said our glass shelves should not be removed, but I asked Mr. Lombard about it and he said they could be. While on the subject, I saw some similar cabinets (also Art Metal) at the Cincinnati Art

Museum, and examined the way their pyramids were constructed. They were evidently made from corrugated paper, covered with silk in soft colors, instead of with the usual drab monk's cloth. One of the most effective was a soft blue green, but other colors were used in cases in the same room. The contrast between the deeper color and the objects displayed seemed to make the objects stand out more clearly. I think I shall have some ideas for future exhibits.

I spent no time at the Recordak booth hoping we could go together. They were stressing, not cameras, but projection machines. Dr. Raney advised against purchase until the new Visual Aid Machine comes out in the autumn.

The Graphic Service Corporation of Boston exhibited their new reading machine which I thought rather poor. The exhibitor, however, told me about a new camera devised for the U. S. Navy engineering department for copying very large size drawings by a continuous strip process. His description was too technical for me to set down here, but it struck me as being a possible solution of the problem which the Mines and Mineral Department has posed to me - how to get microfilm copies of their huge mine maps. I took the liberty of giving him Mr. McSherry's name with the suggestion that he discuss this with the department at my suggestion but without my endorsement. I felt free to do this as the department has asked me to watch for anything they might be able to adapt to their use.

The most interesting exhibit was the Boni Microprint exhibit. This process is described by Mr. Tennant in the last number of the Journal of Documentary Reproduction. Mr. Boni was not taking orders, but asking librarians for suggested applications. Mr. Boni's approach is that of the publisher. He says publication can be financially practicable in editions of 25. 100 pages are reproduced on a page by a microphotographic printing process. The pages are then filed in card cabinets. As an archivist I see a possible application to reduction of records. A department, such as the Sales Tax Division, might use it as a substitute for their bulky records. They have rejected microphotography because of the necessity for comparison of items, impracticable with long rolls of film. Of course, such developments are considerably in the future. Because of cost, Mr. Boni will have to work with projector companies to get a machine which can be used interchangeably with microprint and microfilm. He claims this is possible now, but it can only be used for short strips of film. The projector did not work well in a light room. This new process is something to watch, but nothing in which to invest at present.

Tuesday evening I attended the dinner of the National Association of State Librarians. I will leave the report on this to others. Naturally I enjoyed the meeting with old associates and seeing new members. I had the pleasure of sitting between the librarians of Maine (a new acquaintance) and of Florida (an old friend) and across from the new State Librarian of New York. As an old Albanian Mr. Vail and I had much to talk about, and I was very favorably impressed by him. I hope he can be induced to take an active part in the work of the Association.

Wednesday, May 29th  
Morning:

I attended the Albany alumni breakfast.

The Archives and Libraries Committee held a second meeting on Wednesday Morning. There were two papers, each of great interest. Julian P. Boyd, former secretary of the Pennsylvania Historical Society spoke on "The Function of State and Local Historical Societies with Reference to Historical Manuscript Collections." This innocuous sounding title concealed a seathing criticism of the antiquarian interest which dominates most historical societies. "Where does the student go when he wants to know something about the sociological or business history of his community - to the historical library? No." He was hitting at librarians in general, I think. The discussion which followed was lively enough, and I think some librarians got some ideas about what they should do towards collecting such data for their communities.

The second paper was by Dr. Solon J. Buck on "Essentials in Training for Work with Public Archives and Historical Manuscript Collections". He outlined a course surprisingly parallel in arrangement to the course I have planned for Columbia. I had been asked to lead the discussion. There was nothing I cared to criticize in what Dr. Buck said, so I launched into my favorite theme: the archives department as a documentation institution, not subsidized research for personal profit of the archivist. I heard afterwards that several archivists present said "Touché", but I feel rather strongly that an archives institution that does not perform a service as an administrative unit of government is of little value.

Afternoon:

I took a tour of the city, attending the tea at the Mercantile Library later in the afternoon.

Thursday, May 30th  
Morning:

I attended the last section on archives, a session on Documentation. Unfortunately the acoustics of the room were bad and several of the speakers were foreign, so that the difficulties of understanding took away from the ability to grasp the subject matter. The paper on the "Fédération Internationale de Documentation, its History and Aims", by F. Donker Duyvis was very interesting, but the chairman who read it mumbled so that I must await its publication before summarizing. Dr. Posner's paper on "European Experiences in Preserving and Protecting Local Archives", chiefly on English and German practices was so suggestive that I have asked to have a copy sent us in advance of publication.

I spent some hours Thursday afternoon and evening with Miss Elizabeth Thompson, chairman of the A.L.A. Committee on Terminology, discussing archival terms.

I attended the Town Meeting of the Air broadcast on Thursday evening.



Friday and Saturday, May 31st and June 1st

Although I attended no sessions on Friday and Saturday, having listened to all of the papers I could assimilate and finding no programs in which I was particularly interested, I did not waste the time. I visited with a number of friends and fellow archivists. I attended an impromptu luncheon which got together about 20 people interested in various phases of documentation. Dr. Raney, Mr. James Mr. Power, Mr. Schegman, Dr. and Mrs. Hammer, Dr. Evans, Dr. Buck, several of the HRS editorial staff, etc. were among those present. I had intended to attend the Friday night session, but my host at dinner was late and I could not extricate myself without embarrassment. I had already heard Mr. MacLeish on the same subject.

Friday morning Mrs. Fuchs, director of the Cleveland office of the HRS, and I spent at the Cincinnati Municipal Reference Bureau. Cleveland is trying to get a similar bureau. Mr. Skinner, the director, is a noted authority on municipal research and I welcomed the opportunity to meet him.

Sometimes I return from A.L.A. questioning whether the trip was worth the cost. This time, however, I feel that it was decidedly worthwhile, even though it may not result in any marked changes in the organization here.

**Archives - Deposits**

**May 1940**

**Accessions**

**Secretary of State: Index Department**

**Election Records:**

**\*Certificates of Senatorial Com-  
mittees re organization,  
Republican and Democratic  
Parties**

**104 documents**

**\*This does not add to the total number of drawers in  
this series. In the future the number of documents  
will be given in such cases; the number of drawers  
when this adds to the total of drawers in the inven-  
tory.**

# Archives - Reference Calls

May 1940

General Assembly	18
Genealogical Inquiries	2
Mail Inquiries	5
Insurance Dept.	
Annual Reports	1
Secretary of State	
Census Returns	1
Corporation Department	
Correspondence	2
Fee Books	1
Index Cards	19
Reports	58
Executive Department	
Certificates of Qualification	3
Executive File	2
Internal Improvement Records	1
Land Records	5
Official Bonds	5
Notary Bonds	3
Trade Marks	7
Index Department	
Election Returns	22
Enrolled Laws	33
Securities Department	
Brokers' File	7
Closed Cases	3
	<hr/>
	188

**Archives - Catalog Department**

**May 1940**

**Catalog Cards**

**Made by General Cataloging Department**

**22**

**Made by Archives Cataloging Department**

**28  
28**

**Index Cards (Census Records)**

**Jo Daviess County, 1840**

**1023**

ILLINOIS STATE LIBRARY  
Archives Department

Report for June 1940

**Accessions:**

The most important accession of the month was the so-called "J. Nick Perrin Collection" from St. Clair Co. This is a collection of early French and other early records of the old Illinois Country, gathered together by the late J. Nick Perrin, first archivist of St. Clair County. The Board of Supervisors of St. Clair County passed a resolution authorizing the transfer of these records:

**RESOLUTION**

**WHEREAS**, there are now on file certain old Historical Records in the County Museum in the Court House, and

**WHEREAS**, same were compiled and indexed by J. Nick Perrin in his lifetime, and same were under the special care and guidance of Judge Frank Perrin and the Honorable J. Nick Perrin, and

**WHEREAS**, their endeavors were ably sponsored by the Historical Association of St. Clair County and assistance was given by county officials, and

**WHEREAS**, the leaders most interested in preserving these public records locally have departed this life, and

**WHEREAS**, in meeting assembled, the surviving membership of the Historical Association of St. Clair County, Illinois, recommends to the governing body of St. Clair County, that the old Historical Records now on file in the museum be entrusted and transferred to the Illinois State Library, and

**WHEREAS**, while these old Historical Records relate and pertain to St. Clair County and the territory which preceded it, yet these records are of more than local interest; in fact they are of State wide interest, and

**WHEREAS**, the State has provided facilities for the care of Historical records and is willing to assume the care and preservation of the same, therefore;

**BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF SAINT CLAIR COUNTY, ILLINOIS, IN MEETING ASSEMBLED:**

That the old Historical records pertaining to St. Clair County and the territorial government which preceded it, filed and catalogued in glass cabinets compiled and indexed by J. Nick Perrin, deceased, President of the Historical Association of St. Clair County, Illinois, together with the cabinets and all other historical records which are now filed away or deposited in the County Museum in the Court House at Belleville, Illinois, be and the same are entrusted to the Illinois State Library located at Springfield, Illinois.

The records are not yet checked in but comprise some 5000 items. Mr. Ferrin was a collector who never threw away so much as a calling card, and hundreds of the items are of no value whatsoever. Thousands more, covering the period from 1737 are of inestimable value for the history of the old Illinois country. The collection as it was 35 years ago is described in Bulletin No.1 of the Illinois State Historical Society: Clarence W. Alvord: Illinois in the eighteenth century. An inventory made by John Hay in 1812 is also in existence.

The earliest document in the collection is a "Registre des Insinuations des Donations aux Sieges des Illinois", covering the years 1737-1769. This is said to be the earliest extant civil document in the Middle West. It was described in detail by Mr. Ferrin in the Publications of the Illinois State Historical Library No.6.

The House deposited the records of the last special session. The Senate records are ready to come and will be brought over July 1st.

The State Tax Commission, Research Division sent a one volume transcript of Proceedings of An Open Forum on Taxation and Tax Problems in Illinois held in Chicago Dec. 13-15, 1939.

#### Repair Department

30 pages of volume 18 of state census of 1865 repaired; 60 pieces of Altgeld Correspondence.

New tables for the presses were installed during the month.

#### Photographic Laboratory

Two volumes of Coal Reports, 1868, 1872, were copied on film at the suggestion of the Dept. of Mines and Minerals which seems to have the only copy. This film copy will be kept at least until such time as copies are obtained for the document file.

12 exposures and 12 enlargements were made for Senator Dixon.

60 exposures and 60 enlargements were made and mounted for the State Library Exhibit at the Afro-Mexican Exposition.

14 exposures and 40 enlargements were made for the Historical Records Survey.

#### Exhibitions

The exhibits prepared for the Historical Records Survey - Archives open house have been continued.

Miss Turner prepared an exhibit for the State Library at the Afro-Mexican Exposition to be held in Chicago this summer. Photographic copies will be sent to Chicago and the originals shown in the Pope room here.

Miss Turner has displayed an interest in preparing exhibits and has agreed to take over the task of preparing our future exhibits. As the preparation of exhibits is time consuming, this will be a great relief to the archivist who has planned this work previously.

As always, Mr. McCoy has been very helpful in preparing the exhibits as well as the publicity. Mr. Coates and Mr. Snell of the Historical Records Survey prepared the Survey's exhibit and have offered to help with future exhibits.

The exhibit on State Departments and Archives processes was shown at the Mid-West Filing Conference on June 8th and was received with great interest, especially since it was the only exhibit.

#### Open House

The Archives Building open house was so popular that we received many requests for its continuance. Mr. Blood has assigned Mr. Hill to act as guide during the summer months. I have seen several appreciative letters from persons taken through the building and written to Mr. Hill, Mr. MacDonald and Mrs. Nelson. Possibly others have been received which I have not seen.

Persons registered from 64 Illinois cities and towns and 15 states during the months of May and June. The Historical Records Survey kept the register during open house so these are persons in addition to those which came in during that week.

#### Staff News

Mr. Wetherbee took his vacation June 3-17 and Mrs. McFadden went for the period June 17-July 1.

#### Mid West Filing Conference

The archivist addressed the Conference held June 8th at the Auditorium Hotel in Chicago, on the subject: "What the State Archives can do for the Business Man". The talk was from notes rather than a formal paper, being largely a description of the type of records kept in the Archives Building with the idea that these are of great importance from a business and legal point of view rather than merely historical and antiquarian curiosities. Representative De Vries was the principal speaker at the banquet Saturday night.

The archivist attended committee meetings in Washington the first week in June. These have been reported upon previous to this.

Miss Skogh, Mr. McCoy and Miss Norton represented the State Library at the dedication of the new Normal University Library on June 9th. Later the same day the archivist attended the funerals of Mr. A. C. Millsbaugh, chief clerk of the Secretary of State's Office and of Mrs. Harrison Foster, mother of Miss Eliza Foster of the State Library staff.

The archivist wrote a review of Muller, Feith and Fruin's "Manual on the Arrangement and Description of archives" to appear in the September issue of the Mississippi Valley Historical Review.

#### Equipment for Departmental Vaults

Most of the archivist's time during the last two weeks of the month was taken up with interviews with department heads with relation to authorizing transfers of records. The appropriation for departmental vault equipment was made to the Department of Public Works and Buildings. The Architect's office discussed types and quantities of

equipment needed directly with the departments. In order to avoid the possibility of ordering equipment for unapproved records, the Architect required that each department get an authorization from the State Library for transfers to the Departmental Vaults before he would order the equipment. Miss Rogers discussed types and quantities of equipment required while the archivist discussed authorizations. At the close of each day authorizations were written and sent to the departments stating specifically what records might be transferred. These interviews not only ensured that both Miss Rogers and Miss Norton would know of decisions, but also gave us an opportunity to make sure that all department heads understand the difference between Archives Vaults and Departmental Vaults. A number of records were promised for the Archives, the most notable being the Illinois and Michigan canal records. With the exception of the land records in the Auditor's office which cannot be transferred for certain practical reasons, certain records from the Adjutant General's office for which other suitable vault provisions have been made and the records of the Attorney General who has no appropriation for equipment, every important record of the State suitable and acceptable for transfer, is to come into the Archives Building. This means that when all these records have been transferred, Illinois will be the only state which will have all its important state records in a scientifically equipped archives building. The response of the departments was gratifying indeed.

#### Conference Room

The second floor Conference Room was used for a hearing by the Registration and Education Department on June 4th. It was used constantly the last two weeks of June for the interviews with department heads.

#### Staff Work

Mrs. Nelson has finished filing the 1937 Corporation reports. She is taking as her special projects for the summer the revision of the Name Index and filing in of new cards; and the unfolding and revision of the Requisition files of the Executive Department. The Requisitions are the requests by and from the Governor of Illinois for extradition of criminals. Because of the nature of the material and certain filing problems connected with the records it seems desirable to have this work done by a regular member of the staff.

Mr. MacDonald is checking in the St. Clair County records.

Miss Norton has been reappointed to membership in the A.L.A. Committee on Archives and Libraries.

Other staff members have performed routine duties during the month except as noted elsewhere in this report.

#### Reference Work

The Reference Room charges indicate that 17 persons other than departmental clerks used records. 11 of these persons used legislative records; one checked certain financial records of the Secretary of State for a WPA project (under supervision of Mr. Wernsing); one was interested in the charter of the University of Illinois; one person was doing legal research involving the laws relative to Christian County and the City of Pana; one man was interested in certain railroads chartered by private act; a graduate student from Northwestern University used early election returns; the State



Treasurer's office attempted to verify an early bond as authentic;  
two used census records for genealogical purposes.

### Historical Records Survey

The following volumes have been received:

Alabama: County. No. 43 Lowndes

Arizona: Private Journal of George Whitewell Parsons

California:

Church inventories: Directory of church and religious organizations, San Diego County

----- Same. Los Angeles County

List of letters and manuscripts of Musicians in the Wm. Andrews

Clark Memorial Library (University of California at Los Angeles)

Florida:

Churches: Inventory of Baptist bodies, Nos. 12, 17, 19

Indiana: County inventories: Delaware County, No. 18

Iowa: Statutory rights of women in the U. S.

Louisiana:

Transcriptions of Parish records

No. 24. Iberville Parish, ser.1, Police Minutes. vol.1, 1850-52

No. 26. Jefferson Parish, ser.1, Police Jury Minutes. vol.6,  
1889-95

Parish records inventory. No. 22 Grant Parish

Kansas: County inventory: No.11: Cherokee County

Imprints. No.6: Check list of Kansas imprints, 1854-1876

Massachusetts: Abstract and index of the records of the Inferior

Court of Pleas, (Suffolk County Court) held at Boston 1880-1898

Michigan: Federal archives inventory: Farm credits administration

Minnesota: County inventories: No.5 Benton County

Mississippi: County inventories: No.5 Benton County

New York: Ulster County. Records of road commissioners, vol.1,  
1772-1769

North Carolina: Church archives: Southern Baptist Convention:

Alleghany Association

Oregon: Guide to the Angelus Studio Collection of Historical Photographs

Pennsylvania: Descriptive Catalog of the Du Simitiere Papers in the Library Company of Philadelphia

South Carolina: County inventories: No.40: Richland County

Tennessee: Churches: Directory of Churches, Missions and Religious

Institutions of Tennessee: Davidson County (Nashville)

2 County inventories. No.2. Bedford County

Texas: County inventories:

No.111. Hood County

155. Marion County

167. Mills County

213. Somerville County

Utah: County inventories: No.29. Weber County

Vermont: Churches: Diocese: Protestant Episcopal

Town, village and city archives:

No. 10 Orleans County, Vol. 7 Town of Derby

6 Franklin County, Vol. 4 Town of Fairfax

Virginia: County inventories: No. 47: Isle of Wight

Wyoming: County inventories: No. 16. Platte County

Respectfully Submitted,

ILLINOIS STATE LIBRARY

Archivist

**Archives - Deposits\***

**June 1940**

**Accessions:**

**General Assembly:**

House, Special Session 1940      1 vol.      30 documents

**Tax Commission**

Transcript of a hearing 1939      1 vol.

**\*Cahokia records from St. Clair County not yet accessioned.**

# Archives - Reference Calls

June 1940

Corporation Department	
Cards	20
Reports	38
Executive Department	3
Notary Petitions	2
Notary Bonds	3
Land Patents	2
Trademarks	1
Genealogy	2
General Assembly	55
Index Department	1
Census Records (1860)	1
Election Calls	22
Enrolled Laws	15
Election Records (Petitions for Nominations)	2
Securities Department	3
Brokers File	5
Treasurer Department (40 vols.)	2
<b>Total</b>	<b>174</b>
Mail inquiries	8
<b>Total</b>	<b>182</b>

Archives - Catalog Department

June 1940

Catalog Cards

Made by General Cataloging Department

22

Made by Archives Cataloging Department

31

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53

# ARCHIVES CATALOG

Statistics as of June 30, 1940:

Archives Catalog

17,300 cards (estimated)

Name Index

194,811 cards

Archives - Deposits

July 1940\*

Accessions:

General Assembly: 61st G.A.

Special Session, 1939: Secretary of Senate:

Senate Bills and House Bills in Senate	26 documents
Senate Resolutions	6 "
Senate Records of Bills and Resolutions	6 "

\*Beginning July 1940, approximate number of documents will be given unless the filing of the new accessions involves adding to the number of drawers in which the series is filed, when the number of drawers will be given. In this way we shall have for statistical purposes the total number of drawers of holdings. For instance, we have at present 146 drawers of Notary Public Bonds. Our next accession may not add to the total number of drawers, so the report will be, "approximately 500 documents". When we run over into drawer 146, however, the report will be: "1 drawer". The number of volumes will be recorded as so many volumes.

# Archives - Reference Calls

July 1940

General Assembly	10
Council of Revision	1
Secretary of State	
Corporation Department	
Reports	44
Index Cards	16
Court of Claims	2
Index Department	
Elections	4
Enrolled Laws	34
Executive Department	
Land Patents	1
Notary Public Records	8
Records of State and County officers	8
Commissioners of Deeds	1
Internal Improvements	1
State Banks	1
Military Affairs	1
State War Claim, 2% fund	1
Internal Improvements	1
Canal	1
Pardon Records	13
Executive register	1
Census records	2
Securities Department	
Records of Closed Cases	1
Total	149

Archives - Catalog Department

July 1940

Catalog Cards

Made by Archives Department 44

\*Cards made by General Catalog Dept. 99

Index Cards 0

\*Data on cards filed in Archives catalog. Not to be counted in State Library Statistics because reported elsewhere by Catalog Department.



ILLINOIS STATE LIBRARY  
Archives Division

Report for August 1940

The Archivist took a leave of absence for six weeks to teach a course on American Archives at the Columbia University School of Library Service. During her absence, July 5 - August 17, the Archives Division was in charge of Mr. Ambrose Wetherbee, Document Archivist. No report was filed for July. Since the first week after her return was State Fair week, with its usual short hours, and as staff vacations have reduced the quantity of work, there is comparatively little to report on past accomplishments and this report will therefore concern itself largely with plans for the season's work.

STAFF NEWS

Miss Catharine Turner resigned, effective August 15th. She left no forwarding address.

Mr. MacDonald is moving September 1st from 808 to 814½ South English Avenue.

REFERENCE WORK

As usual the most constant caller was Dr. Harry E. Pratt, Secretary of the Abraham Lincoln Association. Dr. Pratt is systematically going through all records of the Lincoln period looking for Lincoln signatures and checking all allusions in Lincoln lore which would indicate any Lincoln participation in State affairs and records. He has unearthed 18 items to be added to our Lincoln collection. These items have just come back from the Photographic Laboratory but not yet sorted for listing. When Dr. Pratt has completed his checking, a complete list of all Lincoln items will be prepared for publication in Illinois Libraries, probably in the February issue.

The staff report that the work of the Reference Room was lighter this summer than for a number of years. No theses were written here this year. Twenty-five applications for use of documents in the Reference Room were filled out during the month of July, thirteen for the month of August. Five of these calls were by genealogists. The attached statistical report gives routine calls.

DEPARTMENTAL VAULTS

It seems desirable to keep statistics of the use of the Departmental Vaults. Since this reference to their own files is not a part of Archives business, these statistics cannot properly be counted in the State Library statistics. They should be noted in the Archivist's monthly report for the following reasons:

1. Since we are no longer accepting semi-current records for the Archives, our reference statistics can be expected to fall off for the next few years, or at least until more archival material not yet exploited by the historians becomes available. These statistics will

prove, however, that the Archives Building is increasingly used.

2. At some future time it is likely that the question of the propriety of the transfer of certain records may involve the number of times they were used while in the departmental vaults. We have no way of knowing how often a specific series in a departmental vault is used, but it may be helpful to know how often the vaults were visited.

Statistics as to the number of times keys were issued to departmental clerks:

**July:**

Insurance Department	5
Registration and Education Department	22
Vocational Rehabilitation Division	4
Vital Statistics Division	22
Secretary of State	
Executive Department	46
Index Department	5
Securities Department	2
<b>Total</b>	<b>108</b>

**August:**

Insurance Department	7
Registration and Education Department	15
Vital Statistics Division	11
Vocational Rehabilitation Division	1
Supreme Court	5
Secretary of State	
Court of Claims	1
Executive Department	35
Index Department	5
Securities Department	1
<b>Total</b>	<b>81</b>

**PHOTOGRAPHIC LABORATORY**

**June 20 - July 20:**

	Film Exposures	Enlargements
French volume from Bellville	300	600
Senator Dixon	18	18
Mr. Perrin: Charter of Historical Society	1	2
Negro Exhibition, Chicago	22	22
<b>Total</b>	<b>341</b>	<b>642</b>

**July 20 - August 20**

Vacation Period July 20 - August 5; Mr. Hansen was called back one day to make more copies for the Negro Exposition so he has another day coming to him on his vacation. Mr. Hansen also took charge of the Receiving Room during Mr. MacDonald's vacation, moving in and fumigating records placed in the Archives by the State Historical Library.

**Statistics:**

	Film Exposures	Enlargements
Negro Exhibition, Chicago	12	12
Dr. Pratt	60	180
<b>Total</b>	<b>72</b>	<b>192</b>

ACCESSIONS:

General Assembly: Senate records for the 1940 Special Session were received, as noted in the statistics. House records for the same Session were noted as received in June.

The State Historical Library deposited 22 volumes, 12 file boxes, and 6 correspondence drawers of material including the following items:

Chicago Sanitary District. Report of Receipts and Expenditures, 1905-07, 2 vols. This report should have been filed with the General Assembly instead of in the Historical Library. This to be checked.

Fort Massac - 1901-17

Correspondence, vouchers, miscellaneous, 3 file boxes. Mrs. Jessie Palmer Weber, late librarian of the State Historical Library was a member, probably secretary of this board, and it is likely that most of the extant early material on this State Park is in this collection.

Centennial Commissioner, 1915-19

Minutes, financial reports, correspondence, etc.

Visitors' registers ( of little if any value)

Philadelphia Centennial Commission, Illinois register, 1876. 2 vols.

State House register, 1892 - 1908. 1 vol.

Louisiana Purchase Exposition, Illinois Building, 1904, 13 vols.

HISTORICAL RECORDS SURVEY

Dr. Royal B. Van de Woestyne, state director of the Survey was dismissed on August 28th. Dr. Van de Woestyne telegraphed Miss Rogers that morning, asking our endorsement. Later in the morning, Mr. Child, National director, phoned the news from Chicago. Miss Rogers, Mr. Blood and Miss Norton conferred most of the day on the situation, including a phone call to Dr. Herbert A. Kellor of Chicago, Chairman of the National Advisory Commission to the Survey. Dr. Kellor advised us that he felt the charges of administrative inefficiency were justified and advised us to let the matter rest. Miss Rogers wrote ~~in~~ a friendly letter to Col. Harrington, National WPA Administrator, suggesting the necessity for closer cooperation with the sponsor. We were not in a position to judge the merits of this particular case since we had no inkling, until the crisis arose, that the criticism had been made. Frequent changes in editorial personnel have slowed up the publication of inventories and otherwise made for inefficiency. Dismissal of the two previous State directors had taken place under similar circumstances. We felt that our keen interest in the efficiency of the project justified registration of a statement of our position.

Mr. Child informs us that editorial work on the publications of the State inventories is to be done in the Springfield office with an augmented editorial staff to do the work as quickly as possible.

One Illinois volume has been published this summer: Vermilion County.

#### AUTOMOBILE DEPARTMENT

The Operators' license Division moved its files into the 11th floor departmental vault, north. Clerks to service these records have been assigned to the second floor, east. Moving started July 13th.

#### CIVIL SERVICE EXAMINATION

The Civil Service Commission called the examination for chief archivist, Illinois State Library, for July 23. An oral examination was held, examiners being Mr. Roden, chairman of the State Library Advisory Board, Mr. Margrave, head of the Corporation Department, and Mr. Janssen, chief examiner of the Civil Service Commission. Miss Norton being away on an official leave of absence, her examination is to be held September 5. Dr. Satterfield of Milwaukee, Wisconsin, and Mr. A. Ambrose Wetherbee, document archivist of the State Library, took the examination.

#### LIBRARY INSTITUTE

Mr. Wetherbee attended the Library Institute held at the University of Chicago, on August 1.

#### CONFERENCE ROOMS

The conference rooms were used by special permission as follows:

Mith Ethel Hamilton of Urbana and Mr. and Mrs. Sorenson, Normal, for revision of a text book. July 13, August 17.

Illinois Library Association Publicity Committee, July 19th.

#### PLANS FOR WINTER WORK

The recataloging of archival holdings has waited for the unfolding and otherwise putting into final form, of records transferred from the old type of containers to the drawers. Enough of this work has been completed to justify starting the work. The History cards, completed and reported upon last spring, are now in the catalog and establish the main entry headings. About 17,300 cards (estimated) are now in the catalog. A large proportion of these represent analyticals which will not have to be done over except in so far as subject and other headings may have to be retyped where the old headings do not conform to the new.

Call symbols must be worked out as the old location symbols used when the division was in the Centennial Building are of course obsolete. Anticipating the change, analyticals have not in the past been given call numbers, so that these can be added without retyping the cards.

The new cataloging will not only bring the record of holdings down to date, but make the catalog uniform and in conformity with the rules worked out two years ago and adopted in principle at the National Archives. Practices of the

National Archives as to fullness of cataloging as described in two 1939 articles will be followed: John R. Russell: Cataloging at The National Archives (In American Archivist, 1939 v.2 p.169-178); and Evangeline Thurber: Suggestions for A Code for Cataloging Archival Material (In A.L.A. Archives and Libraries. 1939. p.42-53).

Subject headings used in Public Affairs Information Service and the H.W.Wilson Co. periodical indexes will be followed in preference to Library of Congress headings. Experience both at the National Archives and here indicates that the more usual library headings are inadequate and do not fit archival subject heading requirements. The H.W. Wilson list of subject headings is again inapplicable.

At the time Mr. Wetherbee was appointed document archivist it was expected that he would devote most of his time to cataloging. As things have worked out, he is entirely occupied with reference and supervisory work, which he prefers to cataloging. The cataloging involves an intimate knowledge of the contents of archival holdings which Mr. Wetherbee now has. On discussing this matter between us, it seems advisable for me to resume the cataloging work for the archives, at least for the time being, rather than to try to turn it over to a new library trained cataloger. If possible this winter the cards for open entry series will be prepared for the catalog, making it possible for Mr. Wetherbee to make additions to the cards as he lists accessions. The making of analyticals can be turned over to some other professional member of the staff. Miss Turner prepared data for analyticals for the 1939 General Assembly from which catalog cards were made.

Another project which needs attention this winter is the compilation of a staff manual. Parts of this have already been done, e.g., the cataloging rules and accessions procedure. There has been somewhat of a demand for the archivist to compile a manual on archival procedure. The establishment of a professional school for archival training at Washington means that manuals on various subjects will be prepared from time to time, somewhat obviating the necessity for such a manual. To write a manual would require more time and energy than I would be able to devote to it. A good staff manual, however, might be the first step in this direction. It would certainly be in line with proper administrative procedure.

A third project pressing for achievement is the completion and preparation for publication of the history of state departments. Much work has already been completed, the chief work left being an elaboration upon the history cards giving bibliographical citations and extending the contents. The editors of inventories of State departments will lean heavily upon the work done here and it is essential that the essays published be accurate.

The great need for the Archives is continued indexing, which means that no future appointee should be people unable or unwilling to spend most of their time typing. Illinois is far behind other States, notably Indiana, in its preparation of indexes, and this is definitely due to the fact that we have not in the past had staff members who were typists.

#### RELATIONS WITH OTHER LIBRARY DIVISIONS

The Historical Records Survey volumes will continue to come to the archivist's desk for examination. They will be sent to the Order Department for acknowledgement, then to the General Cataloging Department for accessioning and cataloging for the Archives reference library.

The Public Documents situation apparently cannot be solved satisfactorily to both the General Reference and the Archives Reference divisions until both are housed under one roof. The documents are needed in both places. From an archival point of view, printed public documents are on the borderline between archival and non-archival documents. This was explained in the Illinois Libraries article on Archives and Libraries. In some cases, as for example, reports of special commissions to the General Assembly, we would file the printed report if we had only one copy, with the Archives of the General Assembly. In most cases, however, a copy kept in something corresponding to our originally planned document archives, a copy kept for purpose of preservation primarily, would satisfy us from the archival point of view. We would still want a second copy for reference use, to save wear and tear on the original.

It seems best for the time being for the Archives department to cooperate with the General Reference Department in building up the latter document division, rather than for both to attempt to collect the same material. For the present, we are retaining in our files the material which we now have in our document archives and reference library, most of which is older material used frequently for our reference work--material necessary, in fact, for use in connection with the records in the Archives. The whole question needs further study. A separate document department located between the General and Archives Reference Rooms and serving both rooms would, from our point of view, be satisfactory for the new building. The will to cooperate exists on all sides, but the practical methods are not yet entirely satisfactory.

#### HISTORICAL RECORDS SURVEY publication.

Statistics for the future were to be furnished through the accession and cataloging departments. For a convenient place for recording comparative statistics on publication by the various States, lists will continue to be recorded in the monthly reports.

#### Publications received in July:

California: Calendar of the Major Jacob Rink Snyder  
Collection of the Society of California Pioneers  
Connecticut: Town Inventories; No.1, Fairfield  
County; Vol. 21, Weston

Florida: County Inventories: No. 54, Pruellas County,  
 Guide to Depositories of Manuscript Collections  
 in the U.S.: Florida  
 Georgia: County Inventories: No. 81, Jefferson County  
 Idaho: County Inventories: No. 17, Clark County  
 Illinois: County Inventories: No. 92, Vermilion County  
 Louisiana: No. 26, Jefferson Parish: Serial, Police  
 Jury Minutes, Vol. 7, 1895-1904  
 Maryland: County Inventories: No. 6, Carroll County  
 Maine: Town Government in Maine  
 Minnesota: County Inventories: No. 49, Morrison County;  
 County Inventories: No. 19: Dakota County  
 Mississippi: Church Inventories: Protestant Epis-  
 copal Church  
 Massachusetts: Town Inventories: No. 6 Franklin  
 County. Vol. 3 Buckland; No. 14 Worcester County,  
 Vol. 4 Barre  
 New Jersey: Calendar of the Stevens Family Papers,  
 Stevens Institute of Technology, Hoboken  
 Church Archives: Salvation Army  
 New Mexico: County Archives. No. 30, Union County  
 Ohio: State Inventories: Secretary of State  
 Oregon: County Archives, Vol. 2 No. 26:  
 Multnomah County  
 No. 29, Tillamook County  
 Pennsylvania: County Inventories: No. 26 Fayette  
 County  
 Tennessee: Check list of Codes of State of Tennessee,  
 1792-1939. Special Publications series No. 5.  
 Texas: County Archives: No. 10 Boudera County  
 Vermont: Town Inventories: No. 10 Orleans County  
 V. 1 Albany  
 No. 14 Windsor County V. 12 Plymouth  
 No. 8 Larnville, V. 7, Morristown  
 No. 13 Windham, V. 6, Grafton  
 Washington: County Archives: No. 21, Lewis County  
 Washington, D.C: Church Inventories: Inventory of  
 Washington Cathedral Archives. v. 2  
 Child, Sargent B. Status and Plans for the Completion  
 of the H R S.

**Publications of H R S Received in August, 1940:**

Arizona: Church Inventories: Directory of Churches  
 and Religious Organizations in Arizona  
 Colorado: County Inventories: No. 38, Logan County  
 Florida: Church Archives: Baptist Bodies, No. 21:  
 Palm Lake Baptist Association  
 Illinois: County Inventories: Vermilion County  
 Indiana: County Inventories: No. 65: Posey County  
 Louisiana: Guide to Manuscript Collections, Depart-  
 ment of Archives  
 County Archives: No. 59, Washington Parish  
 No. 24 Iberville Parish: Series I. Police Jury  
 Minutes, Vol. II, 1880-1901  
 Michigan: County Inventories: No. 25, Genesee County  
 Federal Archives: Series XII Veterans' Administration  
 Guide to Manuscript depositories in U.S: Michigan

Minnesota: County Inventories: No.73: Sterns County  
 Guide to Historic Markers: Minnesota  
 County Inventories: Rock County  
 Missouri: County Archives: No.73: Jasper County  
 Montana: County Archives: No.1 Beaver Lead County  
 Nebraska: County Archives: Gasper County, No.37  
 Guide to depositories of manuscript collections in  
 the U.S.: Nebraska  
 Nevada: County Archives: No.13: Ormsby County  
 New Hampshire: Town Inventories: No.8. Rockingham  
 County. Vol. 5: Chester  
 Town Government in New Hampshire  
 New Jersey: Church Archives: Protestant Episcopal  
 Church: Diocese of New Jersey  
 Same: Diocese of Newark  
 New Mexico: Federal Archives: Navy, No.30  
 Oklahoma: County Archives: No.31: Haskell County  
 Oregon: County Archives: No.26: Multnomah County, V.1  
 South Carolina: County Archives: No.35: McCormick  
 County  
 Utah: Church Archives: Vol.: History and Bibliography  
 of religion  
 Vermont: Index to the Burlington Free Press in the  
 Billing's Library of the University of Vermont.  
 Vol. 2, 1853-55  
 West Virginia: Calendar of the J.J.Jacob Letters  
 in West Virginia depositories:

#### **VISITORS:**

The Register indicates 267 visitors in July from 32  
 Illinois towns and 10 States; in August, 149 visitors from  
 fifty Illinois towns and nine States.

Respectfully submitted,

Archivist



Archives - Deposits

August 1940

Accessions:

From Illinois State Historical Library:

Chicago Sanitary District Reports	1905-07	2 vols
Fort Massac Commission, Miscellaneous	1901-17	1 drwr.
Centennial Commission, Illinois	1913-19	7 drwr.
Records		4 vols.

Visitors' Registers:

Philadelphia Centennial Commission	1876	2 vols.
Illinois State House	1892-1908	1 vol.
Louisiana Purchase Exposition	1904	<u>13 vols.</u>
Total		8 drwr.
		22 vols.

# Archives - Reference Calls

August 1940

General Assembly	19
Secretary of State	
Bookkeeping Department	1
Corporation Department	
Fee Book	1
Index Cards	9
Reports	41
Executive Department	
Land Records	1
Notary Public Records	1
Trade Marks	8
Records of State and County officers	2
Pardon Records	1
Index Department	
Election Records	12
Enrolled Laws	12
Securities Department	
Brokers' File	1
Census Records	8
State Treasurer	2
Lincoln Collection	<u>1</u>
Total	119

Archives - Catalog Department

August 1940

Catalog Cards

Made by Archives Department	16	
Made by General Catalog Department	—	69
Total	16	

Name Index Cards

Bureau County	4357	
Sangamon County Commissioners Proceedings, Vol. 1	<u>802</u>	
Total	5159	

ILLINOIS STATE LIBRARY

Archives Department

Report for September, 1940

Accessions. The chief accession of the month was that of the original Journals of the House and Senate, 1st special session, 1939. Mrs. Cowden, librarian of the Public Health Department collected and presented public documents issued by her department, and also a set of forms used as of 1940.

Staff Notes. The Insurance Department brought in a second departmental clerk, Mrs. Griffiths, to try to speed up their indexing of departmental vault records. When this index is completed, Mr. Grandoni thinks there will be no need for keeping a full time clerk over here.

Civil service examinations were taken by staff members as follows:

Sept. 5, Miss Norton, before Mr. Roden in Chicago, for archivist. She met the Springfield members of the committee September 30th.

Sept. 20, Mrs. Reeder and Miss Nuess took a promotional examination for principal clerk.

Miss Nuess substituted for Miss Regan, who was ill, for one week, in the Administrative Office. Miss Nuess lost her grandfather on September 14th.

Mrs. Reeder again took the minutes of the Seminar held at the Abraham Lincoln Hotel on September 7th. She took one week of her vacation, September 18-21.

Visitors. Mr. Fred S. Mahannah, archivist of Iowa, and Mr. R. N. Meng, director of the HRS work in the Iowa archives spent September 18th here. Mr. Meng had attended the dedication but Mr. Mahannah had not been here before. The state of Iowa is planning a new office building which will include quarters for the Archives Department, but Mr. Mahannah is campaigning for a separate archives building. The Iowa archives are at present in the Iowa Historical, Art, Library and Museum Building which is not only overcrowded but non-fireproof and without vaults. Mr. Mahannah and Mr. Meng went over the Illinois building in detail and studied the blue prints. They took a copy of the new Blue Book and borrowed our archives technique exhibit. They have promised to return the latter by October 15th in time for use at I.L.A.

The Iowa law differs from the Illinois law in that transfer of records ten years old is compulsory, and the law was evidently enforced vigorously because they do get records practically automatically. The Executive Council of the State orders transfers of records and seems to have the final authority as regards the administration of the archives. Our departmental vaults interested them very much, although the operation of this ten year law makes its application to the Iowa

archives somewhat dubious. At Iowa the crucial problem is that of the disposal of useless records. What powers does the archivist have or should he have to dispose of records once transferred? Our refusal to accept any but permanent records for the departmental vaults puts the problem of disposal of records up to the departmental executives. In Iowa the Archives Department has already been saddled with a great many records of the types we will not accept, such as duplicate vouchers. Unfortunately Miss Rogers was out of town the day Mr. Mahannah and Mr. Meng were here.

Prof. James A. Barnes of Temple University, Philadelphia, who is doing research on "The Farmer in Revolt" on one of the Foundation grants was a visitor one day. He did considerable research here several years ago when we were just starting to use our Leica camera and gave us much help at that time.

Professor Guy A. Lee of Clark University, who is studying the history of grain inspection was here several days. While there was practically nothing in the archives for him, we were able to direct him, through the HRS inventories, to records in the Commerce Commission which employees of the Commission had not known to be pertinent.

The Legislative Council has used General Assembly records on a number of occasions. Our most important and frequent patron is Dr. Harry E. Pratt of the Abraham Lincoln Association. Dr. Pratt is working on a "Lincoln Day by Day" volume covering Lincoln's legislative period and also writing a history of Lincoln in the General Assembly. He is leaning heavily upon indexes and notes made in the Archives some ten years ago in what proved an abortive attempt to prepare an article on the same subject.

Visitors registered from 14 states, 1 foreign country (Japan) and 27 Illinois cities and towns.

#### Staff Reports:

<u>Photographic Laboratory:</u>		<u>File Frames</u>	<u>Enlargements</u>
St. Clair County records copied for use of museum project: Estate of Charleville		56	56
Copy for U. S. Dept. of State, Dr. Carter's "Territorial Records Series":		82	82
"Executive Note Book		106	106
Executive register			
Lincoln documents for A. Lincoln Association		30 <u>274</u>	30 <u>274</u>

Mr. Hansen also spent part of his time in the Receiving Room.

Mending Department. 1 booklet was repaired for Mr. Forsyth. No other documents repaired. Mr. MacDonald spent most of his time checking the Perrin collection, a tedious and difficult task as many of the "Documents" proved to be mere scraps of paper of no value.

### Cataloging.

The long contemplated recataloging was started the last week of September, by the archivist. The cataloging of series will have to be done by Mr. Wetherbee or Miss Norton, because only those very familiar with the contents and purposes of each series can do the work accurately and quickly. Later some one else can be worked into the process of analytical cataloging, new series and additions to the series continuation cards.

The basic reference tool will still be the inventory shelf list which is the quickest finding tool if one knows what one is looking for. The catalog analyzes the contents of holdings particularly from the subject angle, so that the miscellaneous knowledge built up from years of reference work with the archives can be put on cards for the use of other staff members. A large percentage of the cards already in the catalog need only the addition of new call numbers. First of all the main series entries will be made, which means that almost as many discards will be reported as new cards. Several omissions and errors in the shelf inventory have already been caught. It is hoped that all main series can be cataloged in the next few months.

Except for improved technique under the new (1938) cataloging rules, the principal changes to be reported are the new subject headings (an official list of subject headings has been started) and a new call number. Locations were given on the old cards, all of course referring to aisles in the Centennial Vaults. No location numbers were given on cards made in the past half dozen years so that new call numbers could be added when created.

The system of call numbers. One of the stumbling blocks to the use of call numbers for archives arises from the impossibility of shelving archival documents according to the classification scheme. Books being of relatively small and uniform size can be arranged by subject classification. Archival series vary greatly not only in size of documents but also in rate of expansion. If we attempted to arrange them strictly in correspondence with the classification system we would end by having part of one series in one vault and part of the same series in another vault, because it is impossible to make the series and the vault space come out even. In arranging the archives vaults we found it expedient to put the most commonly called for series on the level corresponding to the Reference Room and to keep arrangement compact by providing for expansion of series by placing short series between two large expanding series. By this method we hope to avoid making any shifting of large series to make room for new accessions for some years to come.

If you cannot arrange your series according to your classification why have call numbers at all? We have tried that, and find a call number makes it easier to identify the particular series to which your analytical refers. This is particularly true where you have series of similar titles or sub-series.

For the present we have adopted the present system of compiling call numbers:

1st line. Initials of major department, dash, initial of division  
Examples:

SS-E means Secretary of State - Executive department  
SS-I means Secretary of State - Index department

2d line. Name of function, Cuttered to 2d number. The oldest or the main series is given this number, other series under the main series are given added numbers.

Examples:

C 81 Correspondence  
C 811 Correspondence; letter books  
C 812 Correspondence; "front office"

3d line

v, meaning volume, or bound records

d, meaning drawers

A quick way of directing to various sections of the vault.

Call numbers are added to the catalog cards in pencil until we know the system will work. A brief shelf list card at the front of the catalog indexes locations. If locations are changed only this card will have to be changed. This shelf list card does not list holdings as on an ordinary shelf card - holdings are listed in the Inventory volume. These shelf cards are merely a location index.

Examples:

SS-I	Secretary of State.	Index department
C 81	Correspondence:	Incoming
d	1885-1903	in Level 2 Bay 3B
	1904- 08	in " 2 Bay 4A
	1909- 14	in " 2 " 4B
	etc.,	

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SS-I	Secretary of State.	Index department
C 812	Correspondence:	Letter book
v	1867-1905	in Level 2 Bay 1B
	1905- 14	in " 2 " 2A

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The call numbers are also penciled in the Shelf List Inventory thus showing at a glance which series have not yet been recataloged.

Mr. Wetherbee is continuing the compilation of detailed catalog entries for the HRS publications for which series cards are made in the General Catalog department.

Other staff work. The work which Mrs. Nelson and Mrs. McFadden are principally engaged upon does not show up statistically, yet it is very important. Mrs. Nelson is revising the name index file as her reference desk work. She has installed and revised the new guides for the Corporation Index. She is unfolding and refiling the Requisitions for Extraditions. Because of the nature of these records as well as certain filing problems involved, it seemed advisable to have this particular work done by a regular staff member. Mrs. McFadden is revising and checking the files of legislative papers. Filing of these records has been done by various persons in the past, and it seems desirable to make the system uniform through. She is also catching many mistakes in filing, generally due to carelessness in returning documents removed for temporary use. Mr. Wetherbee is doing similar work with the Executive File, also making analyticals and other notes

concerning important individual documents found in the file. This work, rather tedious but calling for accuracy, should be done before a given series is cataloged. It takes a long time to do and one seems to have little to show in the way of accomplishments. In many cases little used documents still bear their original labels, which are often inaccurate. There is no sense in perpetuating these inaccuracies in the catalog. This work cannot be entrusted for the most part to inexperienced clerks, though a great deal of work which could be entrusted to them has been accomplished thru NYA and WPA assistance. The HRS works are now filing 1907 Secretary of State's correspondence.

The archivist indexed volume 2 of the Sangamon County Commissioners' Proceedings, 1826-28.

Exhibit. The September exhibit was in honor of the national convention of the G.A.R. As usual, Mr. Angle was generous in loaning us photographs and lithographs to lend life to the display of documents. The Perrin collection yielded a very interesting and valuable collection of civil war songs:

Tramp, Tramp, Tramp  
The Captain  
Music for the Union  
The Bonnie Flag with Stars and Stripes  
Just after the Battle  
O, I Wish the War Were Over  
Just before the Battle, Mother  
Belle Missouri  
Mother, Is the Battle Over?  
President Lincoln's Funeral March, by T. M. Brown  
Weeping, Sad and Lonely  
A Song for the Times  
Daisy Deane

Other items from the Perrin collection were:

"Camp Register", May 12, 1861. A camp newspaper published at Cairo  
Confederate bond for \$1000, with attached coupons

Items from the State Archives include:

1861. Gov. Yates' proclamation calling for a special session of the General Assembly to meet April 23, 1861

Gov. Yates' message to the special session

Joint resolution of the General Assembly pledging loyalty to the Union

An act to prepare the State of Illinois to protect its own territory, repel invasion and render efficient and prompt assistance to the United States if demanded

An act to prevent rendering aid to rebels

An act to organize six regiments of volunteers

Appeal for funds from Union Defense Committee of N. Y.,  
Apr. 1861

Adjutant General's order no. 186, Aug. 2, 1861 concerning addition of 14 more regiments of volunteers

1862. Gov. Yates' proclamation calling for volunteers

Letter to Gov. Yates from Samuel Fosdick enclosing draft for \$500 to further the cause of Union

John A. Logan's resignation from Congress to accept commission as Brigadier General



Gen. McClelland's citation of Illinois regiments for  
bravery and efficiency in Tennessee Campaign  
Adj. General's report on Illinois soldiers  
Gov. Yates' appeal for vegetables, fruit, food and other  
supplies for hospitals  
Adj. General's telegram to Dr. Allen of Mt. Sterling  
ordering him to report for duty at Cairo  
Call for a national "Grand Rally for Union, Liberty and Law"  
Gov. Yates report on Illinois soldiers at Ft. Donaldson  
Gov. Yates' defense of state expenditures for supplying  
clothing and ammunition for Illinois troops. Made to  
constitutional convention

- 1863. Denial signed by Illinois soldiers in army of Cumberland  
or rumors of disaffection in army and denouncing traitors  
at home who were demanding a premature peace  
Gov. Yates. Proclamation of a day of fasting and prayer for  
April 30, 1863
- 1864. Gov. Yates. Proclamation. Report on response to calls for  
volunteers
- 1865. Gov. Yates. Proclamation. Last call for volunteers. Jan.  
17, 1865  
13th Amendment as submitted to the State for ratification  
Act creating Soldiers' Orphans' Home  
Act appropriating \$3000 for Soldiers' National Cemetery at  
Gettysburg  
Adjutant General. First official impress of new seal
- 1869. Act appropriating \$25,000 in aid of Illinois Soldiers'  
College  
Act prohibiting loan of war flags and trophies  
Act making appropriation for first state civil war monument,  
at Mound City, Illinois
- 1873. First Governor's Proclamation for "Decoration Day".

Historical Records Survey. Most of the editorial staff of the  
downstate office of the Survey is again housed in the Archives Building,  
occupying all but one desk on the 3d floor and filling all vacant desks  
in the first floor workroom.

Mr. Child, National Director, notified us by phone of the imminent  
dismissal of Dr. Royal S. Van de Woestyne, state director. Protests  
were registered by Miss Rogers, but the dismissal is to become effective  
October 1st. The former director from Utah is rumored to be the successor.

Short form inventories were deposited by the HRS for the Illinois  
departments of Agriculture and Commerce. The Department of Public Works  
and Buildings is the only office not yet completed. For this we have an  
old inventory (1936) filed by the Highway Division and the National Park  
Survey inventory of the Lockport Canal Records.

Publications were received during the month as follows:

Arkansas. County inventory. No. 30 Hot Spring County  
California. " " No. 10 Fresno County  
Iowa. " " No. 97 Woodbury County  
Kansas. " " No. 6 Bourbon County  
Massachusetts. Calendar of the Ryder collection of Confederate  
archives at Tufts college  
Minnesota. County inventory. Sherburne County  
New Hampshire " " No. 5 Grafton Co.  
New Hampshire. Town inventory. No. 8, Rockingham County, v.4, Candia  
New Jersey. Church inventory. Unitarian church, No. 16, Passaic County  
New Mexico. County inventory. No. 31, Valencia County  
New Mexico. Religious director. 1940

Ohio. County inventory. No. 24, Fayette County  
Oregon. Directory of churches and religious organizations  
Oregon. Guide to the manuscript collections of the Oregon historical  
society  
Tennessee. County inventory. No. 17. Crockett County  
Texas. " " No. 185 Marion County  
Texas. " " No. 181 Orange County

Bibliography of Research Projects Reports: Check list of Historical  
Records Survey Publications.

Mr. Wetherbee has checked this check list, which accompanies this  
report. I would suggest that Miss Bowles be requested to send for want-  
ing numbers.

Respectfully submitted,

Archivist

**Archives - Deposits**

**September 1940**

**Accessions:**

**General Assembly. 1st special session, 1940**

**House Journal 1 vol.**

**Senate Journal 1 vol.**

**Archives - Deposits**

**September 1940**

**Accessions:**

**General Assembly. 1st special session, 1940**

**House Journal** 1 vol.

**Senate Journal** 1 vol.

# Archives - Reference Calls

September 1940

*General Assembly	19
Secretary of State	
Corporation Department	
Index cards	17
Reports	62
Executive Department	
Correspondence	5
Executive File	4
Land Patents	5
Notary Bonds	9
Proclamations	1
Trade Marks	0
Index Department	2
Election Records	62
Enrolled Laws	25
Miscellaneous Reports	4
Securities Department	
Brokers' Files	2
Closed Cases	5
Census Records	3
Genealogical Research	6
Lincoln Collection	3
Department of Mines and Minerals Records	1
**Mail Inquiries	12

283

\*Includes number of times records of the General Assembly were signed out for Reference Room use, but not the number of documents. The records of the General Assembly 1834-41 and our indexes are being used in an extensive piece of research by Dr. H. E. Pratt of the Abraham Lincoln Association

\*\*Most mail inquiries involving use of records are addressed to and answered by the respective State Departments.

Archives-Catalog Department  
September 1940

Catalog Cards

Made by Archives

Historical Records Survey Publications 20

Archives Catalog

Total 126  
146

\*(21 main entry cards)

Withdrawals

Net 80  
66 cards

\*Made by General Catalog Department  
239

Index Cards

0

\*Not to be included in State Library Statistics. These statistics are of value to the Archives Catalog Department, however, and are included as a convenient place in which to record them.

# ILLINOIS STATE LIBRARY

## Archives Department

Report for the Biennium Ending September 30, 1940

The Illinois State Archives Building was dedicated October 26, 1938. Participating in the ceremonies were the Illinois Library Association and the Society of American Archivists, holding their annual meetings in Springfield in honor of the occasion. Speakers were the Honorable Edward J. Hughes, Secretary of State of Illinois and State Librarian, Dr. R. D. W. Connor, Archivist of the United States, and Dr. A. R. Newsome, President of the Society of American Archivists.

The opening of the Archives Building permitted putting into effect the long range program for archival development in Illinois. The immediate objective is to get all important records of the State Government housed in one building devoted entirely to scientific protection against the physical hazards of fire, insects and rodents, excessive dampness and heat, and the moral hazards of theft, tampering and destruction. The customary practice of collecting in the archives department only those records which because of age are of historical value but of no further legal interest to the various state departments is inadequate, because it provided for only a very small percentage of the State's records. Those records which because of semi-current use the departments are unable or unwilling to transfer to the archives, comprise the records having the greatest legal and financial importance. Among such records, to name only a few, are vital statistics, records of <sup>licenses to practice</sup> professional persons, licenses, court case files, corporation reports, <sup>and</sup> the financial records of the State Auditor and Treasurer.

The Illinois Archives Building has ~~two~~ distinct types of vaults - archives vaults which house non-current records under the immediate jurisdiction of the archivist and not subject to removal from the building; and departmental vaults which house semi-current records under the immediate jurisdiction of the respective State departments to which they belong. To ensure that important records will not be crowded out by minor records, it was necessary first of all to classify all records belonging to the State in the order of their legal and potential historical value.

The basis for such a classification is the research in the history of State departments and their record-making functions, which has been going on in the Archives Department for several years. The next step involved the taking of inventories of all records in all State departments. This work was done through the cooperation of the Historical Records Survey of W.P.A. The inventories were then checked by the respective department heads and the archivist, who decided in conference which records should be transferred to the archives vaults, which to the departmental vaults and which held in the State House departmental offices and storerooms as being in current use or of secondary legal value. The value of various categories of records as legal evidence, rather more than their historical interest, was the basis of decision. Contracts for equipment for the departmental vaults of the Archives Building have been let. Within the next few months Illinois will have the distinction of being the first government in America, if not in the world, which has all its important legal records housed in a building <sup>where they will be</sup> as safe as science can make them.

Under present Illinois law no records may be destroyed



without specific legislative authorization. The next step in the State archival program should provide for scientific disposal of useless records, and for an evaluation of the application of microphotography to the problem of the reduction in the bulk of records. Considerable study has been given to this and other record problems involving a change in legislation, but no recommendations are ready to submit to the 1941 General Assembly. Substantial progress has been made in preparing records in the archives vaults to enable the staff to give quick and efficient service to patrons. Indexes, calendars and other finding media have been expanded. A complete revision of archival cataloging rules, completed by the archivist with the assistance of the Committee on Cataloging of the Society of American Archivists, was published in mimeographed form by the Illinois State Library in 1938, with a revision of one section published in 1939.

The expanded program for Illinois archival work includes cooperation with county officials in solving their records problems. Here again the Historical Records Survey is cooperating by surveying and publishing inventories of county archives. Many of the most important county archives can never, because of the nature of their use, be transferred to the State archives - land title records as an example. If the historical treasures in the county archives are removed, local groups lose incentive for working with their county officials in getting better vaults and equipment for their records. Therefore, the Illinois State Library encourages the various communities to improve local means for care of their records. It plans to start an advisory extension service to county officials not unlike that given to local libraries.

The research demands for concentration of local historical records at the State Capitol can be met to a large extent by a program for copying such records on microfilm. There are many counties, however, which for one reason or another cannot provide adequately for such treasures. Other counties which once included a large area of the State, have non-current records which are of more than local interest. An Act passed by the 1939 General Assembly permits the State Library to accept permanent or temporary deposits of local archives. A very important accession resulting from this law was the gift, made in 1940, of the early St. Clair County archives known as the J. Nick Perrin collection. These records, dating back to 1737, and comprising nearly 8,000 items, have long been known to historians as the most important body of source material for the history of the early Illinois country. Some of the longer Cahokia documents were published by the late Professor Clarence W. Alvord in volume two of the Illinois Historical Society Collections.

Margaret G. Norton,  
Archivist

ILLINOIS STATE LIBRARY

Archives Department

Report for October, 1940

Accessions. Miss Heimberger of the Governor's Office transferred three drawers of Governor's official correspondence and miscellaneous official documents covering the years 1917-23. More is to come when she gets time to sort it out.

Staff Notes. Mr. Wetherbee and Mrs. Reeder attended the annual convention of the Illinois Library Association held at Chicago, October 24-26. Mr. Wetherbee is Secretary of the Association. Mrs. Reeder reported the proceedings.

The paper on "What the State Archives Can Do for The Business Man", presented by Miss Merton before the Mid-West Filing Conference last Spring, has been re-edited for sending to Mr. Zuber, editor of a Birmingham, Alabama, newspaper, for use in connection with publicity for the dedication of the new Alabama Building. A copy was lent to the Iowa archivist who is campaigning for a new Iowa archives building.

Visitors. The Illinois Society of Architects, about 35, visited the Archives Building on Sunday, October 13th. They were accompanied by Mr. Booton who conducted them through.

The Association of Teachers' Clubs, meeting in connection with the State Teachers' Institute, used the conference room for an all day meeting October 19th.

Visitors registered from 5 states and 18 Illinois cities and towns.

Staff Reports. Photographic Laboratory:

	Exposures	Contact Prints	Enlarg.
For Miss Ryan	9	9	
Library Blue Prints			
For Senator Dixon	71		71
For Abraham Lincoln Assn.	7		14
Perrin Collection,			
20 pieces	257		257
	<u>344</u>	<u>9</u>	<u>342</u>

Repair Department

Governor's Correspondence  
Gov. Ford, 1846  
Gov. Altgeld, 1893

Pieces Crepelled

42  
106  
148

File Department. Mrs. Nelson has finished putting new guide cards in the corporation index card file. She made 160 new guides and relabeled the drawers. She is continuing the rechecking of the name index file and files in census index cards. Pending completion

of the revision of the file, Mr. Wetherbee has kept the new index cards (all census) by county. These have now been consolidated and are being refilled. A number of cards which had been coded incorrectly have been retyped by HRS workers.

Mrs. Nelson is also working on the unfolding and refilling Petitions for Requisitions as described in last months' reports.

Mrs. McFadden is indexing the 1855 LaSalle County census. Her main work just now is revising the General Assembly files. These have been worked on by various staff members at various times over many years, and the filing needs revision, not only for accuracy but also for consistency. The next step in this work will be the rechecking and completion of catalog analyticals.

Reference Work. The WPA survey sponsored by the State Normal University and Northwestern University has had a man working full time in the Reference Room, chiefly checking census records for northern counties. This project is working on an economic survey which will do for one section of the state something similar to the Linn social surveys of Muncie, Indiana. I mention this because it is difficult to measure such research statistically.

As usual during a campaign year, reference work has been light. A sample of the type of reference work which we do may be mentioned. Shortly after Gov. Stelle took office, he received a letter demanding payment on an uncashed corporation tax refund check on a closed bank, dated 1927. The writer said the check had just been found. The tone of the letter was of political innuendo. Gov. Stelle sent the letter to Mr. Hughes who gave it to the Accounting Department to look up. We found correspondence and other records proving that this check had been reported lost shortly after it was issued, payment on the check stopped and a new check issued, which had been cashed. While the statute of limitations would excuse cashing of the check sent in, something of a political nature might have been made of it. Though a minor incident, it does illustrate the principle so often stressed, that an archives building is justified as a good business proposition.

Samples of the reference inquiries answered by mail this month may be of interest:

Request for a copy of the Illinois archives law. From State Librarian Cash of Florida, chairman of a committee drafting a law for a Florida archives department.

A librarian from an Ohio historical library, requesting a copy of my article on Archives and Libraries.

Several requests from Senator Dixon for copies of historical material.

Request for a reading list on archives from Mrs. Moore, archivist of Tennessee.

Request from a school teacher for a loan of archival materials to be used in writing a master's thesis.

Iowa archivist, wanting samples of our forms.

Detroit Public Library, asking information about our cleaning machine.

Mrs. Hubbs, author of Williamson County history, asking for a list of names found on a certain early legislative petition.

Edison Institute, Dearborn, Michigan, asking for a copy of our catalog rules.

A student from Southern Normal University, working on the Icaavian Community. (Later worked here).

Several geneological and routine inquiries of a similar nature.

Cataloging. Subject Headings in the old archives catalog have been revised, a labor of approximately two and a half weeks. In earlier cataloging subject headings were based partly upon L. C. headings and partly upon headings devised to fit the archives. Following the practice of the National Archives as well as present practice in the Illinois State Library, we have changed over to subject headings used in the H. W. Wilson Co. publications. On the whole the Wilson headings seem to fit archival materials better than other headings.

The old archives catalog was checked thoroughly to eliminate inconsistencies so far as possible. An official list of subject headings and cross references has been compiled, the Wilson headings used being marked "W" and L. C. Headings, "L.C.".

Cards have been retyped to agree with the new headings and tracings on main cards were changed accordingly. About 1000 cards were retyped. Many of these cards will gradually be eliminated by the substitution of recataloged entries, but recataloging will not affect analyticals already in the catalog (except for the addition of call numbers). It seems desirable to leave the old cards in the file as recataloging will take considerable time. Leaving outmoded subject headings in the catalog, however, would be confusing.

Variations from Library Practice in Archival Subject Headings. Chronology plays a very important part in archival cataloging. Filing under main entry is by date, and date filing under subjects not only makes for consistency, but also seems to meet reference needs most satisfactorily. Sub-headings under subject are, therefore, eliminated in the archives catalog. Where the library catalog would use the subject entry "Railroads, Taxation", the archives catalog would enter under "Railroads, 1865", and "Taxation, 1865". The archives user generally wishes to know the status of railroads, or the status of taxation at a given time. Cross references are used freely to avoid confusion. Whether sub-headings may be deemed advisable in the future when the catalog grows very large, cannot be determined as yet. For the present, the simplified heading seems best.

Sub-headings under names of Illinois cities and towns are, of course, used.

The word "Illinois" is eliminated in all headings, since all material is assumed to relate to Illinois unless otherwise noted. To use the word "Illinois" would mean to file 95% of the material under "I" which would be impracticable. The General Library Catalog Department has been requested to omit the word "Illinois" in cataloging material for the archives library.

All non-Illinois subject material is put under the name of the State or county subdivided by subject, with a cross-reference from the subject subdivided geographically. Thus, we would use Louisiana. Courts, not Courts, Louisiana,

The question of amalgamating the reference library catalog cards with the archives catalog has not yet been decided. The National Archives has found it impracticable. For the present, we will file in our archives catalog only the Illinois material in the archives reference library. This will permit the use of State Library headings and avoid the complications involved in the use of headings referring to a general, as opposed to an Illinois, treatment of a subject. Non-Illinois cards will be kept separate.

L.C. headings or headings devised to fit archival needs will be substituted for Wilson headings only where the Wilson headings are less accurate or where their use would result in needless duplication of cards. For instance, Wilson uses "Prisons" and "Reformatories". The heading "Penal and Reformatory Institutions" is a more accurate description for Illinois institutions because the Department of Public Welfare does not make a sharp distinction between such institutions. Again, Wilson uses both "Government" and "Politics". We prefer "Politics and Government" because less duplication of cards is necessary. The word "State" in a subject heading is avoided wherever possible.

Direct headings are preferred, but we have made no fetish of consistency in cases where the reference use calls for a broader heading. For instance, the library cataloger would be apt to use the headings "Canal lands", "Internal improvement lands", "Salines", etc. We use "Lands, Canal", "Lands, Internal Improvement", and "Lands, Saline", because the question which comes to us is, "What land records do you have?" In connection with these lands, the following headings also appear in the catalog:

Canal lands

see  
Lands, Canal

-----

Illinois and Michigan canal

see also  
Lands, Canal

-----

Internal improvements

see also  
Lands, Internal improvement

## Illinois Central railroad

see also  
Lands, Illinois Central railroad

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Miss Davies and the archivist are discussing the relationship between archival and library cataloging, particularly the question of subject headings. So far as practical, we are trying to be as consistent as possible.

Index cards were made for each county, showing earlier counties of which it formed a part. Such information is helpful, especially in using census records.

Historical Records Survey. The following publications have been received during the month of October:

Alabama:	County inventories.	No. 61.	Talladega
Georgia:	" "	No. 32.	Clinch Co.
	" "	No. 50,	Echols Co.
Kentucky:	" "	No. 14.	Breckenridge Co.
Louisiana:	Parish records	No. 8	Bossier Co.

### Transcriptions of Parish Records

No. 26, Jefferson Parish, Ser. 1, Police jury minutes.  
v.8, 1908-1912  
v.9, 1912-1918

### Transcriptions of Manuscript collections of Louisiana,

No. 1, The Favrot Papers, 1695-1769.  
Vol. 1: Louisiana State Museum

Minnesota: County inventories: Wright County

New Jersey: Federal Archives, No. 29, Series 4. War Department  
" " " Series 12. Veterans' administration.

County Inventories. No. 11. Mercer Co.  
" " No. 19. Sussex Co.

### Directory of Churches

New Mexico: Federal archives. No.3. Series 12. Veteran's Administration

New York: County Inventories. New York City. Bronx County, no. 1. No. 51, Ulster County, pt.2.

Oklahoma: Federal Archives. No.35. Series 17. Miscellaneous Agencies.

Oregon: History, Governmental Organization and Records System of Tillamook County

Governmental organization. Multnowak Co.

County Inventories: No. 4. Clatsop Co.

Utah: Town, village and city archives. No. 11, Rutland Co. v.5, Clarendon

Vermont: A history of Ogden.

"This work pays your community".

Washington: County inventories: Yakima County

West Virginia: Calendar of the Francis Harrison Pierpont letters and papers in West Virginia depositories.

Publication of Archival Material. Dr. Clarence C. Carter, editor of the U.S. State Department, has been granted permission to publish the territorial Executive Register of Illinois in his "Territorial Records" series. This should have been reported last month, when the making of the photographic copy was recorded.

Dr. Harry E. Pratt published an article "Lincoln's Salfy in The Illinois Legislature", in the October, 1940, issue of "Hobbies" magazine. This article was based upon items found in the archives.

Mr. Clifford H. Bell, Democratic candidate for reelection as recorder of deeds for Macon County, reprinted part of Mr. Blood's article from Illinois Libraries in his campaign leaflet. This illustrates what a properly conducted campaign for better county archival procedure can do. By praising a county which has done well, we can not only please the officials but stimulate them into doing better. I am urging Mr. Blood to continue his series of articles on county record work.

Historical Records Survey. The HRS workers are continuing their assistance to the archives. Mr. Hildebrand is still at work indexing the Insurance reports. He has finished indexing those for Fire Insurance Companies, and the list is being typed by Miss Smith. Mr. Hington and Mr. Adams are transcribing Governors' Correspondence. They have finished the regular correspondence through 1853 and are now working on the Military Correspondence, in the year 1842. The workers did the preliminary filing of about 125,000 census cards. They are now filing the 1908 Secretary of State correspondence. The present HRS workers are the best we have had to date. Placing Mr. Jarrett in the office as foreman over all their workers in the building has resulted in better discipline and more production.

The new State Director has not yet taken office, so there is still much confusion. Mr. Elmer Boehr has been appointed a supervisor in the Springfield office. His status in relation to that of Mr. Blood seems somewhat indefinite. He is a lawyer and thinks he is to do the departmental history section for the inventories of



state departments. I turned over such carbon copies as I had of my state government bibliography to Mr. Blood for this study before I went to New York.

Publication of Illinois Inventories seems to be suspended. Only 22 of the 102 counties have been covered in the four years. From the point of view of technical standards, I am dubious about the possibilities of the Survey under the present set-up. I have heard Dr. Pease is about to withdraw his sponsorship.

Respectfully submitted,

Archivist

**Archives - Deposits**

**October 1940**

**Accessions:**

**Governor's Private Office**

**Official Correspondence and**

**Miscellaneous Files**

**1917-23**

**3 drawers**

Archives - Reference Calls

October 1940

*General Assembly	7
Secretary of State	
Accounting Department	1
Corporation Department	
Index Cards	11
Annual Reports	32
Executive Department	
Executive File	2
Executive Register	1
Land Records	1
Notary Bonds	9
Index Department	
Correspondence	1
Election Records	9
Enrolled Laws	29
Securities Department	
Closed cases	7
**Census records	16
Lincoln volume	1
Mail Inquiries	17

\*Includes number of times records were signed out for Reference room, not the number of documents. Dr. Pratt is using them in research.

\*\*Exclusive of the volumes in daily use by the WPA project referred to in the body of the report.

**\*Archives - Catalog Department**

**October 1940**

**Catalog Cards**

**Made by Archives**

<b>**Main entry cards</b>	<b>5</b>	
<b>***Cards added</b>		<b>245</b>
<b>Discards</b>	<b>166</b>	
<b>Net Gain</b>		<b>Total 79</b>

**Index Cards**

**Bangamon County Commissioners**

<b>Proceedings, vol. 2, 1826-28</b>	<b>797</b>
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**\*Statistics for the month incomplete since Mr. Wetherbee was out of the city at the time this report was made up, so his statistics are not included.**

**\*\*Not to be included in State Library Statistics.**

**\*\*\*Exclusive of cards retyped during revision of subject headings.**

# ILLINOIS STATE LIBRARY

## Archives Department

Report for November, 1940

Accessions. The following records were received during the month:

"For Profit" Corporation Reports, 1938. About 40,000 documents which will be filed with similar reports for previous years. All reports for one company are filed together, separate folders being made for companies having ten or more reports. While this filing in of reports takes several months each year, this filing has also made the occasion for revision of the files, it makes for speedy and accurate reference use.

An undated old plat of the Cahokia and Prairie du Pont commons was presented by Mr. Jenkins of the Waterways Division of the Department of Public Works and Buildings. It was placed on exhibit with the Cahokia records.

The records for the 1940 primary election have been transferred.

The downstate office of the Historical Records Survey turned over to us carbon copies of all county inventory work sheets. The originals are being distributed to the various WPA districts for editing. It seems unlikely that this work will ever be completed by the HRS, so we were anxious to get the forms, permitting us to complete the work at some future date if that is desirable or possible. The editorial work will involve rechecking for errors as well as compilation. We asked also for copies of the state inventory forms, but were told these had not yet been typed.

### Photographic Laboratory.

	<u>Exposures</u>	<u>Enlargements</u>
For archives exhibit	4	4
Lincoln documents for A. Lincoln As.	4	12
Blue prints for WPA	12	12
For Mr. McCoy for exhibit	8	8
Wangman County Election returns, 1842-43, for Archives		220
Total	28	256

### Repair Department.

	<u>Pieces</u>
Perrin Collection	34
Governor's Correspondence, Military	
1848. Ford	75
1849. French	48
1849-55. French	19
1857. Bissell	20
1855 census, vol. 17	20
Total	233

### Catalog Department.

The recataloging of old and cataloging of new series is progressing well, as shown by the statistics. This, like other cataloging,

is time consuming, because it involves research to reconcile apparent discrepancies and to establish contents of files. For instance, most of one day was spent on the cataloging of one series of records: commissioners of deeds. There were discrepancies between the record of commissions to holders of the office and the file of papers relating to the office; the contents of the file were confusing. It was necessary to stop and work out in detail the history of the office and its predecessors, when all apparent difficulties met in cataloging were resolved. Of course, that does not have to be done for all series. Final cataloging of many series must await unfolding of the documents and rechecking of the files.

Conversations with the Catalog Department looking for closer cooperation between library and archival cataloging continue. On October 30 Miss Daviess, Miss Rabjohns and Miss Bailey and the archivist conferred at some length on mutual problems:

Archival classification numbers. The probable need for future subdivision for archival literature was discussed. The D. C. number is 027.171, making further subdivision difficult. After considerable discussion we decided it would be impracticable to find a three figure number. In a way the problem is helped by the fact that some of the literature, which from an archival point of view relates to archival technique, has a library number of its own - photography, for instance. The large number of HRS publications which would be also under 027.171 would make for confusion.

We decided to continue to use 027.171. On the first line we will use the state symbol on the first line, 027.171 on the second line; Cutter for the county for HRS publications or plain Cutter for the general subject for other archives literature.

Archives reference books. It seems impossible to reconcile library and archival subject practice. While we are using library subject headings, we find it impractical to use the sub-headings necessary in the library catalog since we use a date sub-heading. Also we have to use geographical headings somewhat differently. We do wish to incorporate our reference library catalog into the archives catalog. It was decided that for the present the catalog department will catalog fully for the library union catalog but fill out the main card only for the archives catalog, leaving us to assign the subject headings.

In case reference or other books listed in the union catalog are withdrawn, all archival catalog cards will be sent to the catalog department.

Reports and other publications from state and national archival agencies will go into the public document files, but cards will be filed in the archives catalog marked "Gen'l" to indicate that the documents are not in the archives. I suppose for a volume on technique, corresponding to our catalog rules for archival series, we would obtain a duplicate copy for the archives technique library. Ordinary publications, however, can just as well take their places with the public documents.

## Historical Records Survey.

Mr. Dan Lacey, Assistant National Director of the Historical Records Survey conferred with the archivist on technical problems relating to the compilation of state inventories. Copies of the report on this conference were sent to Mr. Childs, National Director and to the Assistant State Librarian. This report should be considered a part of this monthly report. We are informed (by word of mouth) that Mr. Thomas R. Hall of Chicago has just been appointed state director.

Historical Records Survey. The following publications have been received during the month:

### Alabama:

#### Federal archives

- Federal courts. Series 2 No. 2
- Dept. of Treasury. Series 3 No. 2
- Dept. of Justice. Series 5 No. 2
- Farm Credit Administration. Series 16 No. 2

### California:

Elzy records collection in the Pales Verdes Library and Art Gallery.

### Florida:

- Spanish land grants in Florida. v.1: Unconfirmed claims
- Church inventory:
  - Baptist bodies:
    - No. 3 Black creek Baptist Association

### Idaho:

- Checklist of Idaho imprints. 1839-90. No. 13
- Directory of churches and religious organizations in Idaho.

### Illinois:

- County inventories:
  - No. 71 Ogle County
  - No. 74 Piatt County

### Indiana:

- Church inventory:
  - Directory of churches and religious organizations in Indiana vol. 1: Marion County, Indianapolis
- County archives:
  - No. 73. Shelby County

### Iowa:

- Guide to depositories of manuscript collections in the U. S.: Iowa

### Louisiana:

- Transcriptions of parish records: no. 24. Iberville Parish (Plaquemine). Series I. Police Jury Minutes. vol. 3 1901-16

### Maine:

- Directory of churches and religious organizations in Maine. 1940

### Massachusetts:

- Town and city archives: no. 13, Suffolk County, vol. 1, Boston, part 5

### Michigan:

- County inventories: Marquette County #52

### Minnesota:

- County archives:
  - Chippewa County
  - Rice County. No. 68

### Missouri:

- County archives:
  - No. 42. Henry Co.
- Church archives:
  - Bethel Church. Proceedings. 1806-67

**New Hampshire:**

Manuscript depositories in New Hampshire. 1940

**New Jersey**

Transcriptions of early county records:

Gloucester County series. Revolutionary war documents

Federal archives: No. 29. New Jersey

Series 8. Department of Interior

Series 10. Department of Commerce

Church archives:

Transcription of Calporteur reports to American Tract  
Society. 1841-46

**New York**

Transcriptions of early town records:

Town minutes of Newton. Vol. 1, 1656-1668

**North Carolina:**

Guide to depositories of manuscript collections in North Carolina

**Oregon:**

Diary of Eli Sheldon Glover, Oct.-Dec. 1875

**Pennsylvania:**

County archives:

No. 26. Erie County

No. 27. Forest County

**Texas:**

Index to probate cases:

No. 7. Atascosa County

No. 32. Camp County

No. 92. Gregg County

No. 80. Franklin County

No. 206. San Baha County

No. 42. Coleman County

No. 172. Morris County

**Utah:**

County archives:

No. 4. Carbon County

No. 25. Utah County

Church archives:

Vol. 2 Baptist Church

**Wisconsin:**

Church archives: United Brethren in Christ



### Staff Notes.

Mr. Roy D. Scott was temporarily assigned to work in this office on November 18th. He is unfolding Requisition records. Because of the nature of these criminal records we had been unwilling to assign this work to HRS help, so welcome this assistance.

Mr. Wetherbee is unfolding the Executive File. While this may seem a task beneath his rank, he feels it is one of the most helpful of his activities. This file is the miscellaneous file of documents sent to the Secretary of State by the Governor for recording. Because of its miscellaneous character, it is a mine of unexpected and interesting historical documents, many of which must eventually be cataloged individually. Meanwhile it is important for him to familiarize himself with the contents of the file.

Miss Rogers and Miss Norton represented the State Library at the annual meeting of the Society of American Archivists held at Montgomery, Alabama on November 11th and 12th, also the dedication of the archives section of the new Alabama Archives and History Building. A telegram of congratulations was read from Mr. Hughes. He also extended an invitation for the Society to meet in Springfield in 1941. The Council, however, decided in favor of Hartford, Connecticut since we had not met in New England since the organization meeting in 1936. A report on this meeting is appended. Some of the newspaper accounts on which I relied for my notes seem to have been lost on the way home. The American Archivist will carry the papers later, so the loss is not serious. None of the papers were of any particular help to us on the technical side.

### Exhibits.

Several states are campaigning for new archives buildings or departments. Florida is planning a reorganization of its State Library to include a new archives department. Iowa and Minnesota are working for new buildings. All have been supplied with literature and other material. Blue prints of the Illinois archives building which had been loaned to North Carolina have been loaned to Iowa.

The pictures and samples of archives process forms have been placed in an album. This was loaned to Iowa in October. It was sent to the exhibits of archival publications held at the meeting of the Southern Historical Association at Charleston, South Carolina November 8th and 9th and at the archivist's meeting at Montgomery, Alabama. To this were added copies of Illinois Libraries, of the last biennial report of the Illinois State Library, of our archives leaflet, of the Illinois Blue Book, the archives cataloging rules and the typewritten history cards volume. The album was loaned to the Alabama archivist, and has been promised to the Georgia and the Minnesota archivists. The exhibit will also go to the American Historical Association in New York Christmas week.

### Exhibits in Pope room.

The present exhibit shows some of the Perrin collection. Because of the importance of the collection, the exhibit should remain in place for several months. For a description of the exhibit, see the Illinois State Journal for Nov. 17, 1940. As a record of the exhibit, the following list of documents on display is given here:

### Case 1.

Article on collection in "Illinois libraries"

Case 1 (cont'd).

Photograph of Mr. Perrin  
Photograph of old Cahokia courthouse  
Map of Illinois, 1790, showing size of St. Clair County  
Registre des Insinuations des Donations, 1737-69  
Original Manuscript of Perrin's History of Illinois  
Historical chart of St. Clair County

Case 2.

Marriage contract between John Hay, 1st sheriff of St. Clair County, and Marguerite Paupard, June 1797.  
Original manuscript, translation, and photographs of the couple.  
Photographic copy of painting "St. Clair County, 1790!"  
Marriage certificate signed by Father P. Gibault, 1796.  
Bill for funeral expenses of Labelle. 1778.  
Photograph of old Cahokia court house.  
Illinois historical collections. 1907 v.2, "Cahokia records".  
Record of Court of District of Cahokia, 1778-87.  
Opened to date Sept. 14, 1780. With translation of a murder trial proceedings.  
Inventory of Joseph Chaurein Charleville estate, Nov. 7, 1782.  
Opened to page showing sale of some of his slaves.  
Records of Court of Committee of Cahokia, 1778-79.  
Estraites des registres de la jurisdiction des Cahokias, 1778-1790.  
Opened to petition by citizens for proper recompense for supplies furnished to George Rogers Clark's troops. 1781.  
With translation.  
French marriage contract between Joseph Langdoe and Marie Joseph Lamarch, Jan. 16, 1772.  
Ordinance dividing the Prairie du Pont commons, 1783.  
With translation.  
Petition of Gadieu Lausage, July 6, 1780, protesting against illegal seizure of a rifle by Trottier, judge of police  
Miscellaneous French records, 1763-1787

Case 3.

Inventory of the estate of a Cahokia yeoman, Joseph Cecire, Dec. 15, 1795  
Note payable in fur skins, 1773 (with translation)  
Impression of 1792 county seal of St. Clair County, made 1799.  
Advertisement for sale of a house at Cahokia, 1788 (with translation)  
Signature of John Edgar, pioneer merchant, for whom Edgar County was named, 1800.  
Maps of St. Clair County and Illinois in 1795, 1801, 1805  
Marriage licenses issued by Acting Governor Winthrop Sargent and Arthur St. Clair, 1796.  
Record of court of Justice of the week, 1785-1786  
Impression of Washington county seal, 1784  
Grand jury list, 1790  
Docket, court of common pleas, 1797-1801  
Miscellaneous French records before 1790

Case 4.

French passport issued to Daniel Larny April 30, 1854  
Also his American naturalization certificate, Nov. 8, 1854  
Charles Antoine Simony's discharge from the French national guard (Aug. 14, 1831), his birth certificate issued Sept. 12, 1832 and his passport dated Oct. 8, 1832

Case 4 (cont'd).

Joseph Kreisler's passport from Germany, May 26, 1852  
Common Pleas Court Docket, 1813  
Affidavit concerning his revolutionary war service, by James  
Gates, June 14, 1820  
Copy made in 1793, of a revolutionary war voucher dated 1777  
Record of sale of 100 acres of military bounty lands for "2 good  
cows and calves", Apr. 1, 1798.  
Plat of Cahokia and Prairie du Pont commons (from the Dept. of  
Public Works and Buildings).  
Indiana territory grand jury list, Dec. 31, 1805  
Continuance docket, 1804  
Signature of William St. Clair, first judge of St. Clair county, 1795  
Napoleonic passport issued to Mathieu de Vos, Nov. 18, 1796  
U. S. passport, issued to Henry Goodeking, May 26, 1848  
Miscellaneous French marriage records

Case 5.

Map of St. Clair County in Illinois, 1809  
Record of cattle brands, 1807-30  
St. Clair County marriage record volume 1807-10  
Land claims presented by residents of Cahokia, 1798  
Picture of present St. Clair County Court House  
General court minutes 1809-14  
Court of Common Pleas record. 1801-04  
General Court of St. Clair County Proceedings, 1811-14  
Papers relating to slavery and the block code of Illinois:  
Testimony re manumissions, 1845  
County clerk's register of negroes and mulattoes, 1846-63  
Governor Edwards as a slave owner, 1832  
Certificates of freedom, 1823-43  
Bill of sale for a negro boy slave, May 16, 1822  
Indenture of apprenticeship, 1820  
Will of F. Baptiste Alary, 1839  
Early American land patents bearing signatures of Presidents  
Monroe, Jackson, Adams, etc.  
Probate docket, 1821-30  
St. Clair county tax record, 1826  
Delinquent tax list for St. Clair County, 1818

Reference work.

A University of Chicago student writing a Master's thesis on  
Governor Lowden is using material in the archives.

Mail inquiries were not as heavy as usual this last month. Of the  
14 received, 8 were requests for advice on technical problems; the  
cost of our cleaning equipment (by Michigan, which wishes to provide for  
one in its budget); for a bibliography for a talk on European archives  
by the Harvard archivist; advice about the reduction of county records,  
from Oklahoma; several about new buildings, etc.

Dr. Pratt uses the archives constantly. Mr. Wetherbee reports,  
"While his requests frequently take a good deal of time, one never has  
to stumble around wondering what he wants. He is the ideal patron for  
he knows and tells you exactly what he wants".

Mr. Beld is still working on the census returns for the Economics  
Project sponsored by the Normal University.

Most of the reference calls have been routine in nature as shown by the statistics. Election years are always light.

#### Visitors.

Fewer visitors signed the register than for many months. 8 Illinois cities and 7 states (Washington, Georgia, Kentucky, Colorado, California, Montana and Illinois) were listed.

#### County Records.

The Illinois State Register for Sunday December 1, 1940, has on the front page a picture of Mr. A. P. Brown of Jacksonville, "owner of the oldest copy of the Illinois advocate and State Register known to be in existence." Mr. Brown explained to a reporter, "I was assisting a janitor in cleaning out the basement of the McDonough county court house in Macomb recently and it was there I obtained the old copy of the State Register. We were destroying old county records and tax records that had accumulated over a long period of years and had become useless. Old records that were no longer of importance were carried to the basement and burned.

"One old box contained about fifteen old newspapers, each over a hundred years old and also several old revenue stamps. The copy of the State Register was the oldest paper in the lot, so I value it very highly."

This is one more argument in favor of beginning State Library field work with county archives at our earliest opportunity. Such a field worker would make regular inspection trips to the county court houses, keeping in personal contact with the county officials whom he would advise (not order) about the care of their records. I feel very strongly that something spectacular like copying county records with suitable newspaper publicity as a follow-up to the HRS work, is necessary if early county records are not destroyed before we "get around to it". New officials are coming in this year who will be even less sympathetic to what the HRS was trying to do. Our field worker should be a good contact man, tactful and non-political. It would be a tragedy to have a person appointed who would consider it to be his primary duty to seek votes. He could do no more than our library field visitor could if she were to talk politics. The closer relationship between the State Library and local governmental officials would be of value in many obvious ways.

#### Archival Legislation.

The Committee of the Society of American Archivists reported a proposed uniform state public records act, which was published in the April 1940 number of the American Archivist. I had expected to suggest that Mr. Hughes ask the Legislative Council to make a study of this model law to consider its applicability here. However, the National Conference of Commissioners on Uniform State Laws, to which it was referred, has not yet made a report. Most of the important topics are covered by Illinois laws, while others would probably be in conflict with some of our laws. I recommend, therefore, that changes in archival legislation be deferred until the 1943 session of the Illinois General Assembly.

Respectfully submitted,

Archivist

#### Fourth Annual Meeting of the Society of American Archivists

Miss Rogers and the archivist attended the Fourth Annual Meeting of the Society of American Archivists held at Montgomery, Alabama, on November 11 and 12. Headquarters were at the Jefferson Davis Hotel. Shortly after arriving at the hotel on Sunday, November 10th, we were taken by the local committee to inspect the new Alabama Memorial Building which houses the Alabama Department of Archives and History.

We were invited by Dr. C. C. Crittenden, chairman of the Conference of Historical Societies, to attend a special meeting of his committee, held at 8 p.m. This committee is working on plans for reorganization of the Conference which has been a section of the American Historical Association since about 1907. Like the archivists, the historical society group feels that its interests have been overshadowed by those of history teachers. Originally the Conference was a medium for round table discussions of mutual problems. Of late years it has degenerated into merely one more session of papers in the crowded A.H.A. program. There has been talk of a reorganization for several years. The archivist attended a special meeting of the committee in Washington last year. Final decision on the organization will probably be taken at the American Historical Association to be held in New York in December of this year. Three types of organization are under consideration:

- 1) Continuation of the Conference of Historical Societies as originally planned - namely, executives of historical agencies holding round table discussions of mutual technical problems. Such a group representing Mid Western interests met at Chicago several years ago and all in attendance felt was one of the most helpful gatherings in which they had ever participated. The writer favors this type of organization.
- 2) An association of historical societies with a paid and full time secretary, if possible under a foundation subsidy. It is felt by those favoring this plan that an aggressive secretary could act as a clearing house of information on publications, technique and put new life into institutions which have got into a rut. Two questions relative to this type of organization were discussed by the group: 1) What should be the basis for dues - a flat sum or a sliding scale (if so what should be the basis); 2) Can such divergent interests as those of the large privately endowed institutions like the Pennsylvania Historical Society and the small and poverty-stricken non-professionally administered local historical society be met in such a way that both institutions feel they are getting their money's worth? The serious question of the multiplication of dues and meetings was also discussed in this connection. The question of affiliation of the new society was also discussed. Most of those present seemed to favor holding a luncheon or dinner with the A.H.A., but the regular meetings to be held the day before or after those of the Society of American Archivists.
- 3) A new association devoted to the growing interest in local history-membership not to be primarily historical institutions, but made up of individuals interested in the subject.

Since this meeting was merely an informal discussion group, no attempt was made to make formal recommendations to Dr. Crittenden's committee.

#### Monday Morning Session, November 11th

The formal program of the Society opened on Monday morning. This session was devoted to the subject "Agricultural Records of the South". The chairman was Dr. James E. Ward, Jr., of Clemson College. Papers were read as follows: "Extension Service Records in Alabama", by Charles S. Davis of the Alabama Polytechnic Institute; "Federal Records on Cotton Growing", by Theodore R. Schellenberg of the National Archives; and "Twentieth Century Agricultural Problems Revealed in Archives", by Everett E. Edwards of the U. S. Department of Agriculture. All three papers were interesting and appropriate to the locale of the meeting. Their significance, however, was not in the specific information contained in the papers, but in the fact that they were excellent examples of the subject approach which the archivist can use in popularizing his records. Instead of a dry as dust list of new accessions, the archivist can do as each of these speakers did: describe the sort of information to be found in the archives and tell where to find it, which last is not always obvious.

#### Monday Luncheon

The second session, a luncheon, continued along somewhat the same line. The general topic was "Archival Materials of the Civil War and Reconstruction". Dr. R. H. Woody of Duke University acted as chairman and the speakers were Ella Lonn of Goucher College, William M. Robinson, Jr. of Norfolk Navy Yard, Curtis W. Garrison of Hayes Memorial Library, and Francis E. Simkins of the Virginia State Teachers' College at Farmville. The morning session might be described as the archivist's presentation of his materials to the public, the noon session as the historian's description of what he finds, or wants to find, in the archives.

#### Dedication Program, Monday Afternoon

On Monday afternoon the Archival Section of the Alabama Memorial Building was dedicated. This building has had no general dedication, but a series of dedications of the various sections. The Indian museum section was dedicated with the participation of representatives of Indian tribes, the war museum and archives by the American Legion, and now the Archives section by the Society of American Archivists. This brought out the interest of the participating bodies, but seemed to attract no interest from the general citizenry. Perhaps dedications were an old story to them by the time the archivists arrived. Chief Justice Gardiner of the Alabama Supreme Court presided in the absence of Governor Dixon. Mrs. Marie Bankhead Owen, widow of Thomas M. Owen, founder of the Department of Alabama History and Archives and its present director, gave a most charming and informal address of welcome. Her son, Thomas M. Owen, Jr., of the National Archives, was to have responded on behalf of the Society of American Archivists, but was unable to be present. The president of the Society, Dr. Waldo G. Leland, substituted. Dr. R. D. W. Connor, archivist of the United States, gave the principal dedicatory address. Both Dr. Leland and Dr. Connor paid especial and appropriate tribute to Thomas M. Owen, Sr., the founder of the present archives movement in the United States. Dr. William D. McCain's paper on the "Development of Archival Institutions in Alabama and the South", concluded the program. Although this paper was too long for the occasion, it is likely that when

printed it will prove to be the most valuable paper presented at the convention. Following the ceremonies the staff members were presented and the guests conducted through the building by guides dressed in colonial costumes. The Council of the Society, of which Miss Norton is a member, retired to the director's office for a business meeting.

### Monday Dinner

It is the custom of the Society to devote one session at each meeting to the Historical Records Survey. This session was held this year at the Monday dinner session. Usually this session is devoted to progress reports. This time the topic was "Administrative History of Governmental agencies in Relation to Archives". Dr. James W. Moffitt of the Oklahoma Historical Society presided. Speakers were Karl L. Trevor of the National Archives, Dan Lacy of HRS and George Mr McFarland of HRS (paper read in absentia). These discussed administrative history in federal, state and local government. While the papers were interesting because dealing with a subject in which we are greatly interested in Illinois, all approached the subject from the same angle, that of the HRS, which meant considerable repetition. Mr. Trevor's paper is to be printed in the American Archivist and the others will probably be mimeographed.

The annual business session, a rather routine matter as in most societies, since the main business is conducted by the Council, was enlivened by the wit of the President. Waldo G. Leland was re-elected President, Morris Radoff (Maryland) Vice President and Herbert Kellar member of the Council. It was announced that the next annual meeting is to be held in Hartford, Connecticut.

### Tuesday Morning

The Tuesday morning meeting was on "Famous Personalities Revealed in Archival Records". I did not attend as I was in two successive committee meetings until after twelve: breakfast meeting of the Council and American Historical Association Committee on Manuscripts (of which the committee on archives is a sub-committee). The Committee on Manuscripts discussed plans for carrying on the work of the discontinued Joint Committee on Materials for Research and the program for the Archives Committee. The Archives Committee contemplates among other things experimental work on county archival work along the lines discussed for our Illinois program. A fuller report will be made after the absent members of the committee have been circularized for their reactions. I am hoping we shall be able to get descriptive articles on county archives for Illinois Libraries and suggestions for newspaper feature stories.

### Tuesday Luncheon

The luncheon conference was on Archival Administration. Dr. Coleman of Indiana, who was to have presented a paper entitled "Some Problems of State Archival Administration" missed his connections due to a train wreck. Dr. Crittenden, who was to have presided, presented a hastily written paper on the same subject. This paper, however, was one of the best presented. Among the topics he discussed the winning of recognition as the state archival agency, the bettering of public relations, adequate financing, cooperation with federal relief agencies and judicious destruction of useless records. Of the last problem he said that without proper destruction the nation's capital

cities would eventually be buried under a mass of correspondence files, case records and other archives. Historians of later days would be puzzled to depict life as it was before the "archeruption". Micro-filming will help to remove these mountains of data but we must work out principles and procedures.

Following this address, Mr. Herbert A. Kellar, acting as chairman, threw the meeting open to discussion. Dr. Connor stressed the fact that archivists must not forget that, assuming preservation, the fundamental function of the archival agency is to demonstrate its ability to serve the agencies whose records it had in its custody, and secondarily, private citizens in search of historical material. Miss Norton being called upon by the chairman, spoke of the necessity of building up local interest in the preservation of county archives and suggested that in England libraries had been designated as official places for the deposit of non-current local records. Librarians had been instructed in the technique of handling manuscripts through classes and demonstrations held at their summer schools and institutes. Dr. Cappon asked about the proposed new Peoria county archives department. Miss Rogers suggested that despite a temporary set-back, the project is being kept alive through the local librarian who happens to be a member of the State Library Advisory Board. The discussion became general, and had time permitted would undoubtedly have continued the rest of the afternoon. This should be a lesson to future program committees to leave room on the program for discussion.

#### Tuesday Afternoon.

Dr. St. George L. Sioussat, Chief of the Division of Manuscripts of the Library of Congress presided at the session on the Training of Archivists. Dr. Pease led off with a clever and witty paper describing the qualities needed by an archivist. The ideal archivist, he said, is a person who likes people and is liked by them, who frames his archives inspiringly, who has the common sense to temper the rules and who is not fired with ambition to put the universe into a straight jacket. He also playfully suggested that he had been successful in getting access to records in difficult places by letting officials regard him as a harmless lunatic whom they should protect and help.

Dr. Ernst Posner, now of American University, described the European archival schools. The Ecole des Chartes of Paris trains archivists and librarians; the Dahlemer Institute (Germany) grew out of specific needs of the state archives and trains chiefly for archives work. Appointments in both countries as archivists are largely by examinations of candidates from these schools. Admission being restricted, the students have a chance for appointment. The first Ecole des Chartes failed because students could not be placed. From 1841-50 appointments to posts of archivists in France were restricted to graduates, but since 1906 archivists and librarians have been selected by unrestricted examinations. Since December 1939, Italy has required that not only state archivists must be graduates of an archives school, but also administrators of all other institutions having records before 1870. At the Paris and Vienna schools instruction is given in all branches of history with auxiliary sciences. Dr. Posner states that in Europe archival training is considered as a part of a broader education and is tied up with the universities. France requires a B.A. as a prerequisite, Vienna 2 years of university and one year of apprenticeship in an archival institution; Dahlem requires a Ph.D. in history and passing of an examination in history and the Germanic languages. Dr. Posner criticized European schools, especially those of France, Austria and



Italy, as putting too much emphasis upon medieval history. Dahlem, Brussels and the Hague are beginning to consider the needs of modern archives and to require a broader background of study in modern history, and social and economic trends. Brussels and Dahlem combine theory and practice in about equal proportions in the curriculum. Dr. Posner's conclusions are interesting. He recommends:

- 1) That training courses for archivists are needed so that there will be uniformity of procedure. (That's the Prussian in him - I don't believe we are ready yet for uniformity - we need to do a lot of experimenting before we crystallize).
- 2) Post-appointive training is ineffective.
- 3) The pre-appointive training school should have an educational monopoly on jobs.
- 4) Archival training should be combined with advanced research.
- 5) The social sciences should be included to a larger extent.
- 6) A study of the history of record making and administration is necessary.
- 7) Laboratory work is necessary. The training course should be located in or near an archives establishment.
- 8) To insure high standards the teaching should be done in cooperation with a university.

Dr. Buck repeated the paper he presented at A.L.A., bringing it up to date. He reported that in 1939/40, 123 meetings of National Archives Division Seminars were held, 54 registered for a seminar in federal administrative history and for one in correspondence and report writing; other seminars in the National Archives dealt with arrangement and description of archives, and Records for research. So far as jobs in the National Archives are concerned, it is probable that future appointments will be from the ranks of the junior archivists, who are under civil service.

Later in the afternoon we were taken for a tour of the city and a tea at the Governor's Mansion; still later, some of us attended a cocktail party at the home of the Louisiana state director of the Professional and Business Women's Projects.

#### Annual Dinner

The convention closed with the annual dinner at which President A. B. Moore of the University of Alabama acted as toast master. Dr. Leland's Presidential address was a discussion of the place of the archivist in the present emergency, pointing to the continuing and increasing stress of the times and urging that archivists be prepared to face the greatest of all emergencies, total war.

In time of war, Dr. Leland declared, the archivist has public duties of transcendent importance, the first of which is the obligation to take the necessary steps to assure the physical safety of the records in his custody. To this end studies should be made at once of the most effective measures of protection against the dangers of war; and general and specific recommendations should be formulated for the guidance of the directors of archival establishments.

To assure the additional storage space called for by emergency transfers of records to central depositories, Dr. Leland continued, special studies should be made of the methods by which space may be secured on shortest notice.

Further, the archivist should undertake a series of brief studies on the organization, functions and history of the special administrative agencies created to deal with previous emergencies, selecting for study those agencies whose experience seems likely to be most useful at the present time or in the near future.

He should also undertake a manual of information and suggestions respecting the collection and preservation, under emergency conditions, of materials illustrative of all phases of the emergency. He advocated further a long-time study of the practices and methods of work of governmental offices, with special reference to the processes of record production and for the purpose of providing means of simplifying and abbreviating those processes, and, above all, of reducing the output. This is a major undertaking, requiring governmental authorization and cooperation, and its bearing upon the functions of the archivist in times of emergency is that reforms in practice based upon the results of such a study, would undoubtedly facilitate the performance of emergency functions, as they would also facilitate the performance of functions under normal conditions.

Dr. Philip C. Brooks, Secretary of the Society, read the recommendations of the Council that five committees be appointed to make the emergency preparations outlined by Dr. Leland.

The Illinois State Library participated in an exhibit of publications issued by the "National Archives, State Archives and Libraries, the Historical Records Survey, Historical Societies and Other Research Libraries". Our exhibit included our illustrative volume on processes in the Archives Department, the catalog rules, the "History Cards" compilation, the last Illinois Blue Book, a file of Illinois Libraries and the last report of the Illinois State Library. The processes volume was loaned to the Alabama archivist. The other non-printed material was brought home. The printed material for Illinois, as elsewhere, is to be exhibited at the December meeting of the American Historical Association.

**Archives - Deposits**

**November 1940**

**Accessions**

**Secretary of State. Index Dept.  
1940 Primary Election Returns**

**Secretary of State. Corp. Dept.  
"For Profit" Annual Reports  
for 1938**

**Dept. of Public Works & Buildings.  
Waterways Division  
Flat of Cahokia & Prairie du  
Pont Canons**

**Historical Records Survey  
Duplicate forms for county  
inventories (incomplete.  
None for Cook county,  
district 3, etc. 51 counties  
received).**

**Drawers**

**2**

**Documents**

**about 40,000**

**1**

**5**

**about 40,001**

# Archives - Reference Calls

November 1940

General Assembly

40

Secretary of State

Corporation Department

Index Cards

Reports

30  
126

Executive Department

State Bank

Criminal Records

Fund Commissioners

Executive File

Land Patents

Notary Bonds

Office Bonds

Trade Marks

1  
1  
1  
3  
1  
8  
7  
2

Index Department

Election Records

Enrolled Laws

45  
22

Securities Department

Broker Files

Closed Cases

5  
3

State Treasurer

Receipts into Treasury, 1830/40

1

Special Calls

Lincoln Collection

1

Census

11

Mail Inquiries

Total

~~14~~  
~~300~~

Archives - Catalog Department

November 1940

Catalog Cards

Made by Archives

\*Main Entry Cards

54

Cards added

219

Discards

100

Net Gain

Total 119

Historical Records Survey Checklist

40

159

\*Made by Catalog Department

24

Name Index Cards

Sangamon County Commissioners'  
Proceedings, vol. 2

797

\*Not to be included in State Library Statistics.

# ILLINOIS STATE LIBRARY

## Archives Department

Report for December, 1940

### Accessions

The Minnesota Historical Society deposited three volumes of records of Company M (Galena) of the Illinois National Guard donated to them. These are duplicate records of no legal significance but of potential historical value. They comprise the property book for 1901-1908 and the record of letters sent and received 1903-1910.

House and Senate Journals, Special Session 1939. 2 volumes

Mr. Blood filed carbon copies of all county HRS forms for all unpublished counties except those for district 2. This was not without the knowledge of the State HRS office but by request from us. Thus, we shall have copies in case anything happens to the Survey. Mr. Blood also filed a carbon copy of a transcript of the minutes of the Macon County Commissioners 1829-40.

Mr. Draper of the Research Division of the Tax Commission came in on December 16th. He raised the question as to whether research material collected by the Commission ought not to be filed in the Archives for future historical use. He is to submit a statement describing this material.

### Transfers to Departmental Vaults

Secretary of State, Index Department. 1939  
Secretary of State's correspondence. 45 drawers.

### Authorizations for Transfer

Teachers' Pension and Retirement System.  
Correspondence, 1920-38. To go into Departmental Vault of Superintendent of Public Instruction. This department has never finished checking transfers.

Mrs. Cowdin is trying to get the Department of Public Health to transfer the minutes of the Old State Board of Health to the archives rather than to the Departmental vaults as originally planned. She is sending us publications and sample forms from time to time.

### Photographic Laboratory

	<u>Exposures</u>	<u>Enlargements</u>
Sangamon County Election		
Returns, 1842-43		180
Court House Plans for HRS	13	13
Copying for Miss Dieckhaus	2	2

Photographic Laboratory (cont)

Signature for Vital Statistics

Keys

A. F. Monroe vol. for Miss Rogers

Documents for Senator Dixon

ExposuresEnlargements

1

1

125

125

11

11

162332

4 newspaper clippings mounted for Miss Rogers.

Repair Department. Crepelining:

Military papers in Governor's

Correspondence, 1857-58

State census, 1855, vol. 16.

Green, Jasper, Jersey &amp; Johnson

Counties.

93 sheets

289 sheets387 sheetsCatalog Department.

Recataloging of the archives has been suspended on account of the use of the archivist's workroom and typewriter by the State Infante Paralysis Fund Committee.

Historical Records Survey.

The question of sponsorship of the Historical Records Survey by the Secretary of State has been the subject of a number of conferences in Miss Rogers' office. On December 20 at a conference attended by Mr. Hogan of the State WPA office, Mr. Hall, state director of HRS and the archivist, Miss Rogers stated the conditions upon which the Secretary of State would assume the sponsorship of the proposed merged State Records Project. A memorandum on this conference submitted to Miss Rogers by the Archivist is read into this report as an appendix, as a matter of record.

A number of conferences have been held with Mr. Bour of the HRS concerning work procedures for the State inventory. Mr. Bour spent the first week of December in the Chicago office studying procedures in writing the histories of departments. He brought back a copy of "Suggestions for the Preparation of State Inventories of Illinois" on which I reported with criticism on December 19th. Later in the month, I received copies of the histories of the Auditor and Treasurer's departments. These are very poor, but I have not yet found time to make suggestions for reworking them. Copies of the archivist's notes have been made available to Mr. Bour, also an incomplete file of session laws lent him.

Several months ago I sent over to the administrative office a checklist of HRS publications suggesting that missing numbers be written for. So far, this checklist has not been returned. Would it help Miss Bowles if I were to write those letters? Also, we have not received our depository copy of the Montgomery County, Illinois, inventory. The county is selling them at \$3.50 each. Mr. Blood suggests writing to the chairman of the county printing committee to beg a donation for the archives. The address is

Mr. O. Wright  
Nekomis, Illinois

The archivist attended a special called session of the National Advisory Committee for the HRS held in New York on December 29th. A report on the proceedings of this committee will be filed as an annex to this monthly report in a few days.

The following HRS publications were received in December:

Connecticut: Inventory of church archives: Protestant Episcopal church  
Louisiana: Inventory of Parish records: No. 6 Beau-regard Parish  
Michigan: Transcriptions of municipal archives of Michigan: Minutes of the Meeting of the Village Council of Hamtrarak series.  
Mississippi: Church archives. Jewish congregations and organizations.  
New York: Transcriptions of early county records: Ulster County: Records of the road commissioners Of Ulster County, vol. 2, 1769-1798.  
New York: Transcriptions of early town records of New York. Minutes of the town courts of Newton, 1656-1680.  
Oklahoma: Inventory of federal archives. Series 14, Emergency relief administrations. No. 36, Oklahoma.  
South Carolina: County archives. No. 41. Saluda county.  
Vermont: Inventory of the town, village and city archives of Vermont.  
No. 8 Lamoille county. Vol. Town of Belvedere.  
Vermont: Public laws of Vermont relating to duties of town clerks.

### Visitors

Visitors registered from 10 Illinois towns and from the States of Alabama, Missouri and Indiana.

### Staff Notes.

Mrs. Reeder is devoting her whole time to the work of the Infantile Paralysis Fund Committee. Other members of the State Library, including the archives staff are assisting on call. The committee is using the archivist's workroom and the secretary's office for their work.

The archivist attended the annual meeting of the American Historical Association held in New York December 27-30. A separate report on this meeting will be filed within the next few days.

### Staff Work.

The refiling of Secretary of State's correspondence has been completed through the year 1908. 1914 is the last year needing refiling.

Mrs. McFadden has been revising the filing of election records from 1930 to date. She will not work on



the earlier period until after the HRS get through checking the files for names of county officials.

Mrs. Nelson has final-filed the corporation reports for 1938 through the letters "Sou-".

Mr. Wetherbee has finished unfolding and re-filing the Executive File and on December 27th started on the pardon records prior to 1913 in the archives vaults. Most of his time is now occupied with reference calls. He is also reading proof on the 8000 index cards on Cass and Calhoun County census typed by Miss Nuess.

Mr. Seott is unfolding and refiling the Extradition records, which he reports are in a very confused condition.

### Archives Reference.

Thirteen states are attempting legislative action this year in relation to archives. The archivist has had a number of letters, and even one long distance call from Iowa, from archivists, and conferred with several more at the New York meeting. A set of blue prints of the Illinois Archives building, which had previously been lent to North Carolina was lent to Iowa. Our portfolio of photographs of the Illinois building and forms was lent to Alabama and exhibited at the New York meeting. Applications have been received for loans to Georgia, Minnesota and Vermont. Several copies of the archivist's paper on classification have been sent out. The Iowa archivist submitted preliminary sketches for the proposed new building in Iowa for criticism, also proposed amendments to the record law.

Mr. Wetherbee checked a list of county officials to 1900 for the Executive Department.

Attorneys for the Illinois Central Railroad came twice to check on the legislative history of that railroad.

The Hon. John P. Devine used some of the 1818 records, also the House Debates of 1913. He sent word to me that he expects to do considerable research here during the coming session but did not say on what subject.

Mr. Bolt of the WPA project on social statistics spends all his time here. At present he is working on Rock Island County census schedules.

Dr. Pratt has been in a number of times.

Prof. William F. Sprague of De Paul University spent all of December 27th here. He wanted to see what material we have on the moving of the capitol to Springfield, the northern boundary line of Illinois, etc. Mr. Wetherbee got out a considerable amount of material for him, supposing from what he said, that he was writing a paper. Later Miss

Flint of the Historical Library told us that Dr. Sprague told her that he was scouting for ideas for master's thesis subjects for his students, and that he found a wealth of source material in Springfield. So we may have some more research work done here. Had he come to me I could have made a number of suggestions.

Judge Farthing of the Illinois Supreme Court asked us to check on whether the text of the 1814 Supreme Court and the 1833 militia law printed separate were included in the Revised Statutes. Both were found in the Statutes but the documents included in the 1814 separate are not included. This 1814 document was the first book published in Illinois. Judge Farthing wants a photographic copy, but I advised him that he should take that matter up directly with Mr. Angle, since the Historical Library has one of the very few known copies and we have none. I am hoping that Mr. Angle will consent to our making a copy for the archives as well as for Judge Farthing.

Most of the other reference calls have been largely routine in nature.

#### Archives Building.

The Hobbs Electric Shop in accordance with their contract with the State architect changed the wiring in Departmental Vaults 9 and 10 North, to accommodate new equipment to be installed.

The departmental vault equipment purchased from the Globe Wernicke Co. by the State architect started coming in on December 16th. On instructions from Miss Rogers the archivist checked the cabinets with the specifications and made a report. One cabinet was selected for testing by the architect and placed in the Special Vault, but it has never been called for. Meantime, the installation is proceeding.

Respectfully submitted,

Archivist

mfa

2. 1940

PLANS FOR FUTURE WORK OF THE  
ARCHIVES DEPARTMENT,  
ILLINOIS STATE LIBRARY

County Archives Service

The most important work which I would like to undertake for the archives I have already discussed with you on several occasions is that is, to inaugurate for county officers an archives extension service analogous to what the State Library does for local libraries. A field worker would be appointed whose duty it would be to visit court houses and to offer consultant service upon request. Our policy would not be to solicit deposit of county archives at the state archives building except where valuable records would otherwise have to be destroyed for lack of proper storage facilities. Rather the county officials could bring their record problems to us for advice. For instance, by a study of grades of paper suitable for records, the use of cheaper grades of paper for impermanent records would allow the purchase of the best quality of paper for permanent records, without adding to the budget. Modern equipment and assistance in reorganizing vaults would result in greater efficiency and probably economy. Proper methods of repair, better designed forms, scientific filing and indexing, perhaps cooperative printing of forms could add to the effectiveness of county record keeping. In many phases of the work we would be groping as much as the county official, but if he could be made to realize that someone is watching and appreciating his efforts, I believe he would welcome such service.

As a practical means to this end, we should prepare manuals and bulletins from time to time. The first need would be for a digest of all laws pertaining to record keeping for each county office. As I visualize the need, I do not believe the introductions to the county inventories very helpful in this respect. The manual I have in mind would have a concise description of the duties and function of the officers under present day laws, a brief historical note on the history of those functions - just enough to indicate the date the function started and how it changed from time to time as affecting record keeping - and then a digest of full text of the laws relating to each office. Sections descriptive of the records to be kept would be signalled in some way. These volumes, one for each office, could be mimeographed and distributed to the appropriate officers with the compliments of the Secretary of State. This would break the ice. These could be followed by appropriate leaflets on technical problems, possible in question box style. News notes on what other county officials are doing could be appended to these leaflets and published in Illinois libraries. Collection of historical source material for research use at Springfield by microphotography would be an organic part of the program. Unless we hasten this work more and more of the originals will have been destroyed.

Meetings of state conference of county officials held at the Archives building or talks by the archivist at such conferences would be an effective means of interesting such officials in better care of records.

The State Library would continue its efforts to make the librarians more archives conscious, through Illinois Libraries articles, speeches and possible demonstrations at regional meetings, etc. Particularly we wish to work towards the English regional library depository for local records system. To accomplish this, we must train librarians in the handling of manuscript materials.

Frankly, the inauguration of this program will consume most of the archivist's time for the next year or so, and may somewhat slow up my production along other lines. I feel strongly, however, that this is the time to start the work, while the HRS program has county officials interested. Our work will not duplicate the work done by the Public Records Project, but supplement it. Especially if we lose control of the HRS, we should follow up the work so started.

I know of no person who is at present qualified to initiate this program from the angle of technical knowledge. However, both of the two persons we have mentioned as possibilities for the position of field worker already have contacts with the various officials, are enthusiastic over the work and I believe would make suitable effort to acquire such technique as they may now lack. Both have wide experience with HRS work. I would suggest that whoever is appointed should spend a month with Mr. Burt of Connecticut. He might not want to adopt Mr. Burt's methods, but he could not help gaining a great deal from the experience.

#### Unfolding and checking of files.

The work of unfolding and checking of files already in the Archives may take a couple more years, depending upon the amount of WPA and other labor available. It is desirable that the records be put into final form before they are cataloged or recataloged, as the case may be. Some of the more complicated refiling should be done by executive labor, but it is believed most of the complicated work of this nature has been completed. The filing of Secretary of State's correspondence has been completed through the year 1908. Most of this work will eventually have to be rechecked because of the large number of HRS workers who have been assigned to the work from time to time during the last biennium. However, this preliminary filing is a big help. The period being filed covers the period before 1918.

The enrolled laws are badly in need of unfolding and repair.

#### Recataloging

The recataloging, being done by the archivist, was suspended in December on account of the Infantile Paralysis Drive which required the use of the archivist's workroom and typewriter. It is difficult to estimate the amount of time required for this work, due to necessary interruptions. The work ought not to require many months.

If a library trained cataloger is assigned to the archives Department it is planned to have her make analyticals and to make continuation notations on the series cards. The making of series cards requires a detailed knowledge of the contents of the files, their history and their use. It seems most efficient for the archivist to make the series or main entry cards for the next year or two.

Some years ago the archivist started a systematic analyzing for the catalog of the legislative files. This work will be continued when and if possible.

### Indexing

As fast as possible we are indexing names in the state census records. We are about half through the 1855 census with the 1865 census and the agricultural and manufacturing schedules of the 1850-80 federal censuses yet to be done. These volumes have been selected for our principal indexing project partly because they can be done rapidly and partly because a search in these frequently used volumes is time consuming.

### Perrin Collection

The arrangement and listing of the St. Clair County records by Mr. Perrin is unscientific making it very difficult to locate individual documents. These records should be reclassified and short form listings made. Considerably more than half of the 8,000 items (including many volumes) are in French and should be translated before this work is started. Miss Josephine Boylan, project supervisor of the Museum project, now at East St. Louis, has promised to make translations. So far she has submitted none. Mr. Blood has a man on HRS, Mr. Houy, who is a French scholar (has taught French in High School and college). I wonder if there would not be a possibility of having him translate some of the records, say the marriage records, and send a photographic copy with the translation to Miss Boylan for correction. Mr. Houy has had no experience with 18th century French in which Miss Boylan is expert, but I can see no reason why we could not use him to relieve her of some of the drudgery and so speed up production. If we had the translations we could get HRS assistance in making descriptive lists - abbreviated calendars. I feel strongly that a prompt putting of these records in good order would work to our advantage in getting other records.

### Records to Try to Get

The Illinois and Michigan Canal records at Lockport. These were tentatively promised to us by the Department of Public Works and Buildings at the time we discussed transfer of records last summer. I think we should make an especial effort to get them before January 13th. Director Cohn promised them to us before he went out of office in 1932 but a court subpoena held up the transfer and the new man did not want us to have them. I hate to think of their slipping through our fingers again this time.

## The Constitution of 1870

Mr. Vogel has never released this to us, on the plea that they have to certify copies frequently. If we had an indexed film from which we could make enlargements on short notice, there seems no reason why this should not be transferred from its present location in a capitol vault to this building.

### Deeds to State Property.

From time to time, Mr. Vogel has said these records should be transferred to the Special Vault in the Archives as originally intended. He has postponed the transfer from time to time because he wanted to do some preliminary work on them, which work always had to await some present rush season. Those two items are the principal records of the Secretary of State which have not yet come over. Corporation Charters, Mr. Margrave thinks, must stay in his vaults because all are subject to frequent consultation, though they need the protection of the Archives Building. The Insurance Department keeps corresponding files in their Departmental Vault, but I do not believe they will ever come during Mr. Margrave's administration.

### Randolph County (Kaskaskia Records)

These are the sister records to the Cahokia records which we now have. The history of their custody is similar. Mr. Blood says the present county officials appreciate their value and have protected them against further loss. Scholars have complained to me that they are inaccessible. This is not the time to make a drive for these records, but we should not forget them if opportunity comes to do anything about them.

### Repair Work.

Mr. MacDonald is progressing well on the crepelining of the census records. We now have some dozen or so volumes which have been finished and collated and are ready to send to the binder. On account of the fragile condition of these records, and the constant use to which they are subjected, these volumes should be repaired and bound as rapidly as possible.

Miss Nuess has expressed a desire to learn this process and after the present rush I shall put her part time on this work. More than one member of the staff should know how to do this work in case anything should happen to Mr. MacDonald.

The Crepelin is imported from France. I think we should purchase a large quantity (25 bolts or so) as soon as funds permit, for it is quite likely that we shall be unable to acquire more on account of the war. We may be forced to use other materials, such as the cellulose acetate.

There is still a division of opinion among archivists about the merits of the laminating process. The Germans have used cellulose acetate for about 30 years. They use acetone, its solvent, for an adhesive. The experience there has been that after a few years the paper and ink turn dark due to chemical action. The U. S. Bureau of Standards insists that accelerated aging tests show there should be no such chemical action if pure cellulose acetate such as the Du Pont Company manufacture is used. The original cost of the laminating machine is high, the labor cost is approximately the same for both processes, but the material cost of the laminating process is less than 2% that of crepelining.

### Instruction in Archives Work

Several members of the archives staff and several in the other library departments have expressed an interest in some more formal instruction in archival technique. I think I should hold a one-hour session once a week, during office hours. Finding a convenient time may be a problem, but I think that can be done. The course I gave at Columbia would probably be too technical and some of it our people know already. I would in general, however, follow that outline, but go into more detail on certain mechanical things, such as forms for folder headings, how to use a card catalog, the use of our reference books and other tools. I would like to start about February 1st.

### New Type Folders

Mr. Barrows has been experimenting with folders that will counteract acid conditions in paper which cause decay. The Virginia archivist has promised to send us samples. As I understand it, Mr. Barrows is not selling a patented product but has merely experimented for the Virginia State Library on proper specifications for paper stock used for folders.

### Microfilming

In addition to the microfilming of county archives, we should give consideration to your suggestion that we film the most important state records as protection against the hazards of war. I suggest that we start with the Enrolled Acts.

Respectfully submitted,

Archivist.

**Archives - Deposits**

**December 1940**

<b>Illinois National Guard Company M (Galeana)</b>	<b>1901-10</b>	<b>3 vols.</b>
<b>General Assembly House and Senate Journals, Special Session</b>	<b>1939</b>	<b>2 vols.</b>
	<b>Total</b>	<b>5 vols.</b>



# Archives - Reference Calls

December 1940

Adjutant General	1
Constitutional Convention, 1870 Debates	2
General Assembly	48
Insurance Department Cash books	1
Secretary of State State Board of Contracts	3
Corporation Department Index Cards Reports	24 101
Executive Department Criminal records: Pardons Executive file Land patents Official Bonds Notary bonds Trade Mark	1 3 3 1 4 1
Index Department Election Records Enrolled Laws	29 24
Securities Department Brokers' file Closed cases	1 2
Special calls	
Lincoln Collection	1
Census	21
Genealogical	4
Constitution of 1818	1
Mail Inquiries	30
<b>Total</b>	<b>306</b>

**Archives - Catalog Department**

**December 1940**

**Catalog Cards**

Made by Archives	22	
*Made by Catalog Dept.		<u>14</u>
Total	22	

\*Duplicate of report by Catalog Department. Not to be counted in State Library Statistics.

## Conference on Historical Records Survey

**Present:** Mr. Hogan, State WPA Office  
Mr. Thomas R. Hall, State Director, HRS  
Miss Helene H. Rogers, Assistant State Librarian  
Miss Margaret C. Norton, Archivist, State Library

**Place:** Administrative Office, State Library

**Date:** December 20, 1940

**Purpose:** Discussion of sponsorship for Historical Records Survey

Mr. Hogan outlined the plan for combining the two present record projects operating in Illinois and a proposed broadening of the program. There are local projects employing 300 workers (contrasting with the 400 on HRS) which sort, clean, repair and index records as requested by various officials. The State Department of Public Health has requested a project to prepare a state master index of state and local vital statistics. This last project is to start with 70 workers on December 26, provided space can be furnished for them. It is proposed to consolidate and coordinate all record projects into one project.

The combined project as visualized by Mr. Hogan will be authorized to do the following things:

1. Sort, clean, repair and prepare a location list of government records.
2. Make a master index of vital statistics for the State Department of Health.
3. Index deeds, mortgages, etc.
4. Make grantor-grantee indexes.
5. Codify municipal ordinances (outside of Chicago).
6. Continue the present HRS Program.
7. Miss Norton suggested that microphotographing county records would be a proper addition to the program.

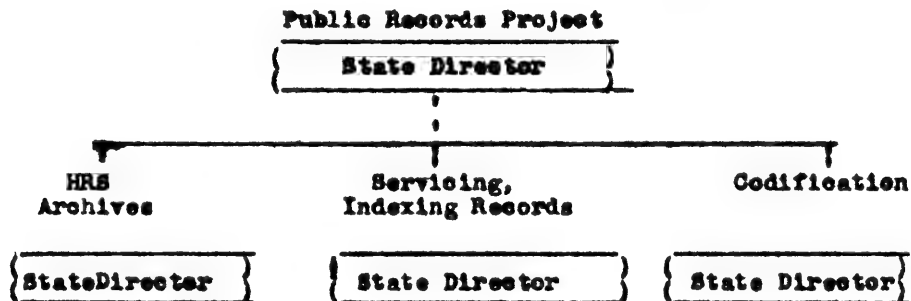
Miss Rogers remarked that this program is a good long range program but that at present there is some danger that the defence program will result in curtailment of the WPA program. She doubted the advisability of attracting attention of Washington officials to an elaborated program, and asked if it would not be better for the present to ask merely for a renewal of authorization of the projects as they stand. Mr. Hogan replied that such authorizations are routine matters and he anticipates no difficulty if the application is worded to show it is a more economical set-up.

Miss Rogers said that the State Library is at present interested only in the completion of the publication

of the county and state inventories, and deplored the apparent tendency of HRS to start many things and complete none. Miss Morton emphasized the point further and stated that the HRS is receiving much criticism on this point. Only 24 out of 102 county inventories for Illinois counties have been published in the five years the project has been operating. If the project should be shut down on account of the present emergency, the likelihood of the revival of the HRS would doubtless be contingent upon its being able to show a substantial production during its previous operation.

The present status of HRS work was discussed briefly. The progress reports submitted to Miss Rogers by Mr. Blood, at her request, show that practically all of the field work and most of the preliminary editorial work has already been done. Turning the preliminary editorial work over to untrained and inexperienced district editors is going to throw a greater burden onto the Chicago editorial office which seems to be the bottle neck of production. Mr. Hall stated, in response to questions, that there are 120 workers in Chicago, 20 of whom have college degrees, 4 (including Mr. Hall) being University of Chicago graduates. Each works 120 hours in a four-week period.

Mr. Hogan said that regardless of the scope of the program undertaken at present, consolidation of the present existing records projects is essential to effect economies of administration and to coordinate the work. Mr. Hogan drew a diagram to show the proposed set-up.



Miss Rogers stated that the State Library will act as sponsor for the combined project only on condition that Mr. Thomas Hall be made Director of the entire program and Mr. Kenneth Blood, State Director of the HRS. Mr. Hogan asked her if the State Library would serve as sponsor of the HRS temporarily until the combined project could be organized. Miss Rogers replied the State Library would do so provided Mr. Hall is retained as State Director and Mr. Blood appointed Assistant State Director of HRS, and further provided that if the expanded program is adopted Mr. Hall shall be made State Director over the entire project and Mr. Blood State Director of HRS. Further provisions are that the sponsor shall be kept fully informed at all times as to what is going on in the project and particularly as to administrative difficulties which may arise. Further, the editing and pub-

lication of county and state inventories shall be given precedence and all other work subordinated to the completion of that publication. This agreement, in particular specifying the positions stated above, will be given to Mr. Hall and Mr. Blood, respectively, shall be put down in writing on the regular printed form sheets for sponsor's signature.

## ADVISORY COMMITTEE

on the

### HISTORICAL RECORDS SURVEY

New York City, December 29, 1940

The Advisory Committee met at 12:30 P.M. and continued in session until 5 P.M. The following account is taken from notes made by the Illinois archivist. They are unofficial and confidential. (Of course, they may be shown to Mr. Hughes, but not quoted to any one on HRS).

#### Catalog Cards.

There has been some complaint about the slowness of the Library of Congress in issuing catalog cards for HRS publications. Mr. Child was instructed to take up the matter with the Library of Congress and also to try to work out a plan for sending out catalog cards with depository copies of the publications.

#### Combined Records Projects

I raised the question as to whether the consolidation of records projects under WPA state offices was not going to result in edging out the national office of HRS and in less attention being paid to the demands of scholars for technical proficiency. Mr. Child replied that consolidations such as that proposed for Illinois have already gone into effect in Louisiana, Texas, Mississippi, Arkansas and Oklahoma. They have worked well except in Arkansas and Oklahoma where there has been trouble. Beginning January 15th, the national office of HRS is to have more authority over such consolidated projects than it has at present. Project operation is to be kept from project review, and all records projects will be subject to the technical review of the Washington office of HRS. Mr. Child explained that the purpose of the consolidation is to give more flexibility to field work. When the field work for county inventories is completed, there is a delay before the editorial staff begins to cut back to the field worker for rechecks. Under the old system, the field worker was either transferred to another project or sat twiddling his thumbs until time for rechecks. (Incidentally, Mr. Blood was letting the workers go and sending in a sub-editor to make the rechecks, which seems more efficient). Under the consolidated system, the worker would be shifted to other records work on the same project, so that the same worker would do all the various types of records work in the same court house - inventorying, arranging, cleaning, etc. This sounds plausible but still does not meet our objection to the proposal to take editorial work away from the trained editors in Springfield

and give all supervisory work to untrained district supervisors. An attempt must be made to train the district supervisors by institutes, required reading, etc. if more harm than good is not done by ignorant persons.

### County Histories

The Committee at this meeting as at the earlier meeting protested against the poor quality of the county historical sketches. There is a demand, however, for such historical accounts, and the publication of county inventories by the counties is often sold because of the fact that these historical sketches which are often the only county histories there are.

It was suggested that a formula be worked for restricted material to be included in the inventory historical sketches and that longer sketches be prepared for separate publication. Mr. Child said we had to be careful not to overstep the Federal Writers' Project. Mr. Child said criticism on this score had been avoided by publishing historical sketches as a "preprint" from the HRS's inventory. In this way the HRS had been able to supply historical sketches for use of schools which were not interested in the inventories. Mr. Child said that in some states, Wisconsin for instance, where there were no persons on the project capable of writing the historical sketches, the historical data collected had been turned over to the history department of the University and graduate students wrote the historical sketches as term papers.

Chairman Kellar pointed out that a general formula for writing historical sketches was not practicable, since there was so much difference between localities. The sort of sketch which would be suitable for a small western state like Nevada would be wholly inadequate for a New England state, and within each state there is frequently as great a contrast between various counties. He outlined the "manual for Local History" being written by a committee of the Social Science Research Council under the chairmanship of Theodore C. Blegen of the University of Minnesota. This manual will describe common types of material to be found everywhere; methods of collecting and preserving it; and methods for using the materials for research. Mr. Kellar says his criticism of what he has seen of the manual so far is that it does not allow enough for differences in localities.

It was the consensus of opinion that something more simple in the way of a manual is needed for HRS use. There was general discussion of this question.

The committee also criticized the indexing of the county inventories and Mr. Child promised that the new manual of instructions would incorporate the suggestions made.

## Progress Report

Mr. Child was asked to make a progress report to the committee - to tell about the types of publications being published and planned, the editorial situation in Washington, the amount of publication in the past year, and the prospects for completing the job. Samples of recent publications were passed around for comment.

Mr. Child reported that the publication for the year 1940 was double that in 1939. The latest checklist is 44 pages long as against 15 pages in December 1939. There had been one bad interruption - the compilation of records on vital statistics for the National Defence Council held up publication for 2 months. A condensed report on vital statistics for the whole U. S. is to be published, followed by detailed reports for each state.

Lists of unpublished theses are also to be published. The North Carolina list is ready for publication.

Too much material is coming into Washington for that office to edit properly. It is a rule that Washington may hold material only two weeks before sending it back to the state office. If a volume sent from a state seems to be well edited, the next two or three volumes are passed by Washington automatically. This is throwing more responsibility onto the state editorial staffs. Parenthetically, two state directors complained to me privately that Mr. Child is calling for "Production, Production" and the quality is dropping because their editorial staff is not large enough to do a proper job. Edythe Weiner who was Dr. Evans' chief editor did a superb job. She left about the time Mr. Child took over.

Mr. Child reported on publications of HRS as follows:

### **Manuscripts and Church inventories.**

Proportionately more publications here than in other fields

12 guides to depositories have been published and 12 more approved for publication. There were to be about 40 publications altogether, some of the western counties being published by areas because there is not sufficient material for individual state volumes. 90% of the field work has been finished.

Guides to collections of historical manuscripts are going well. Five or six state-wide guides have been published.

Calendars and listing of documents have picked up in production.

The Maryland historical society volumes and the 5 volumes on Stevens institute of New Jersey have been issued recently.

### **Church Records.**

Production has trebled there. Private sponsors are being sought to aid in the editorial work.



### Imprints.

Editorial work has been decentralized. 15 states are editing locally. Chicago will edit only for the weaker states. All Mr. McMurtrie's good editors are now gone and the only capable one he has left is spending all her time on administrative work.

15 preliminary checklist volumes have been issued. The Field work is almost completed.

### State Archives.

12 or 15 inventories have cleared the Washington office. North Carolina is leading. Ohio and California have finished one each. 8 states can put out their inventories by June.

### Municipal archives. (Towns in New England)

Production is increasing in all states except Connecticut and Rhode Island which are very slow.

The inventories are going faster in New Jersey, Indiana, Michigan, Illinois (sic!), etc.

"There is greater sponsorship interest than for the county inventories."

Total publications issued, 1155, more than double the total in 1939.

### Federal Archives.

Projects have been closed in  $\frac{1}{2}$  to  $\frac{2}{3}$  of the states, with HRS taking over to complete the 130 more inventories to be finished. Dr. Hamer (National Director for Federal Archives) goes off the project January 1st, but the National Archives will finish the editorial work.

### Miscellaneous HRS publications

About 77 issued to date, with more on the way. The general vital statistics inventory for the U. S., about 700 pages, is to be published soon.

### Means of Speeding up Production

One of the members of the committee called attention to the new Western Union Multicraft machine which eliminates the job of cutting stencils. The typed copy is fed onto one drum and a blank stencil onto another. The electric eye reproduces the copy onto the stencil. The rental fee is \$45 but one knows whether that was for one month. It was suggested that local sponsors might pay this fee to get the work done quickly.

### Imprints

Mr. McMurtire was called upon for a report on progress in the Imprints survey. He substantiated what Mr. Child said about the editorial situation. Miss Beard, his chief editor is doing administrative work from which she

5  
should be released. Seven million cards are now on file. 98% of the titles are now in but less than 5% of the publication has been completed. An editorial manual is to be issued in 30 days.

Mr. McMurtrie stated that he thought he could get private publishers for the inventories and that sales of copies would pay costs of publication. There could be no free distribution of this if it is well done. The committee debated this point and recommended that the present policy of mimeographing for free distribution be continued. Mr. McMurtrie said that a number of librarians and others are complaining because they cannot buy the volumes, but if there is any free distribution there would not be sufficient sale to warrant printing. The committee felt there would be severe criticism if federal money were spent for private publication, even though no profit were involved. Mr. McMurtrie acted disappointed.

#### Guides to Manuscripts and Calendars.

Chairman Kellar reported the recommendations of a special committee consisting of Drs. Buck, Souissat, Kaplan, Davis, McCain, Andreassen and Kellaß. This committee disapproves of the publication of calendars by HRS. An analysis of content, especially when done by persons without training in historical methodology gives too much liability for human error and lends itself to serious misinterpretation. Descriptive lists (physical) are approved.

Four types of calendaring which the HRS could do were described:

- (1) For large collections, a calendar list - a list of documents with a brief physical description and title, as "Personal letter to wife", or even just to give the names and addresses of writer and addressee, number of pages, whether an autographer letter, etc.
- (2) The same description and 2 or 3 lines listing the subject content but not analyzing what is said in the document.
- (3) To take the place of full description and analysis - a full description and a mere enumeration of topics discussed - very brief. (From my notes I am not sure of the distinction between paragraphs 2 and 3 here).
- (4) Full physical description and a full transcription of the actual wording of the body of the document.

The special committee also recommended the following descriptions:

- (1) Papers. The personal documents of an individual as the business papers of an attorney.

- (2) Collections. A collection of documents by more than one individual, artificially put together by a collector before transfer to a depository. As, the John Smith collection of autographs.

The HRS advisory committee recommended appointment of a special committee on manuscripts to revise the HRS manual on archives. Mr. Child recommended that all members of the present committee study the tentative manual and send in criticisms.

Mr. Child was instructed to compile an annual list of manuscripts accessions. Data for a similar list of archival accessions should be collected at the same time and sent to Miss Norton whose A.H.A. Committee on Archives will edit and publish the archives list in the American Archivist.

Mr. Child was also requested to appoint state committees to pass upon manuscript work to be undertaken in each state. He was instructed to keep transcription work at a minimum except in special cases. A similar recommendation was made by the advisory committee in the Spring. Apparently the advice was not taken.

Mr. Child was asked about the progress of the Larned revision. He said the files have been broken down by subjects and the editorial work completed except for checking against the original.

#### National Defence

Mr. Boyd had discussed the general proposition with his sub committee by mail. Mr. Boyd was not present to report (though at the A.H.A. meeting).

Mr. Kellar reported that Mr. Downs' committee of A.L.A. had circularized 600 libraries for specific data on holdings on defence material. This questionnaire is now being edited by Carl Cannon for January publication. It was suggested that this list be revised and kept up to date by HRS. After considerable discussion by the committee it was decided that the proper procedure would be to notify Mr. Stacy May who is in charge of defence research that the HRS has a body of workers' trained and experienced in working with records and libraries (sic) and that the HRS will cooperate with Mr. May in any way in which he can use it - to ask him for suggestions, rather than for HRS itself to formulate a program for defence work.

Mr. Child thanked the members of the committee on behalf of Mrs. Kerr as well as himself. He conveyed Mrs. Kerr's regrets that no funds were available for paying the expenses of the committee, but stated that Dr. Leland had promised to get a subsidy for expenses of future meetings.

The meeting adjourned at 5:05 P.M.

American Historical Association

58th Annual Meeting, December 27-30, 1940

The archivist attending<sup>ed</sup> the annual convention of the American Historical Association held at the Pennsylvania Hotel in New York December 27-30, 1940. This was the largest meeting ever held by the Association, over 2000 delegates registering. The lay-out of the hotel and the smooth-working planning of the program committee made for good order and convenience, and one did not have the usual feeling of dashing madly from one place to another. Most of the archivists who did not get to the Montgomery meeting were at New York and the archivist had a number of profitable visits with them.

There were the usual publishers' exhibits and one long corridor was devoted to an exhibit by the Committee on Historical Source Materials. The latter exhibit was largely a duplicate of the one held at Montgomery. The Illinois State Library presented the same exhibit as before.

An exhibit of particular interest was that of the National Archives. This comprised a number of photographs and the new Tate reading machine. The new reading machine which is to cost \$35, is similar to the earlier Recordak models. It is intended for the use of private scholars and for strip film only. The film is held between two strips of glass about 12 inches long. The image is exceptionally good. Dr. Tate does not recommend the machine for library use because the film holding device is so crude, but it would be useful where a more expensive machine could not be afforded. No one at the booth seemed to know anything about it and

Dr. Tate was not contacted personally until the last day after the machine had been packed.

Dr. Kimberley is experimenting with a new machine to humidify and take the creases out of folded documents in one process. Photographs were shown. The document is unfolded, placed between rollers and carried on belts for some feet while moisture is gradually added and the document comes out flat and dry at the other end. The machine looks to be about twenty feet long and looks like a Rube Goldberg invention. It is said to have a capacity of 30,000 documents a day. Mr. Preston who discussed the machine with me expressed skepticism but said it is unfair to judge until the experimentation is completed. Mr. Preston's criticism is as follows: There has been some difficulty with static electricity causing occasional tears. Also, dog-eared corners occasionally raise and tear. Very soft documents cannot stand the strain. Ink may run. The old electric mangles proved unsatisfactory. It was difficult to control the heat. Documents were occasionally scorched and bearings frequently burned out. The separation of the process of dampening from that of flattening seemed inefficient, and Dr. Kimberley hopes when perfected his new machine will prove effective. We would probably not be justified in the expense of such a machine but it is something to watch.

Several archivists now have the new Barrows laminating machine and are very enthusiastic over it - Virginia, Maryland and Delaware. The new machine is about half the size of a desk and costs \$3,500 complete. The principle is that of applying heat and pressure by rollers and to do one document at a time. The air bubbles which are so objectionable

in the Kimberly process are done away with in the Barrows machine. One man can operate it, seated. Mr. Barrows has moved his office from Norfolk News to the New Virginia State Library, and exchanges work for the library for his rent. In one other respect the process differs from the Kimberley one. Mr. Kimberley claims the addition of the cellulose acetate does not increase the tendency to tear, and Mr. Barrows says it does. (Mr. Barrows is correct). Mr. Barrows, therefore, adds a layer of Japanese tissue between the document and the cellulose acetate. Mr. De Valliere (archivist of Delaware) and I were discussing the machine one day when Mr. Albert Boni (the microprint man) joined us. Mr. Boni was very emphatic in his disapproval of the addition of the Japanese print. He said he had tried repeatedly to photograph pages which had been treated with the tissue and he could not get a sharp enough image. Mr. De Valliere took issue with Mr. Boni on this point, saying he had made excellent microphotographic copies through the tissue under cellulose acetate. Mr. Boni was not sure he had encountered any of the Barrows treated materials. Mr. Robinson of Virginia later made an appointment with Mr. Boni to discuss this point further and to try to get Mr. Barrows and Mr. Boni working together on this problem.

The archivist was one of a small group of delegates invited to a dinner party given by Mr. Boni to demonstrate recent improvements in his microprint machine and to see the prints of Sabia which is now completed and for sale. The chief improvement over what we saw at Cincinnati was in the reflecting screen. At Cincinnati the image was not clear except in a darkened room. Mr. Boni's living room was bril-

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liantly lighted but that seemed no longer to interfere. He had two new screens. No one else liked the screen I preferred but since I was the only one wearing soft-light lenses in my glasses we decided that was why I preferred the brighter screen. Mr. Boni is still primarily interested in the publication angle of the machine. He now has costs down to \$2.50 for 1000 pages in an edition of 10. The reading machine still sells for \$150. I still think there is an archival application. For instance, the Illinois sales tax division rejected microphotography as a means of reducing the bills of their records because of the impossibility of making comparisons between items on bulky rolls of films. The Boni microprints have 100 pages (or more) on a page the size of an ordinary book. Sheets of microprint can be filed in a card file of suitable size, making comparisons a simple matter. The paper used is not rag paper, but the best grade book paper which Mr. Boni estimates will last for 40 to 50 years. He retains the master negative, or whatever he calls the material from which he prints, so that copies can be run off at any time. He also will laminate the print with cellulose acetate as a protection against wear and finger prints, for a slight additional cost. A number of industrial uses for the projector have been developed. It is extensively used for discovering causes for imperfections in textile weaving and dyeing, for testing metals and for projecting slide sections in medical work. I am not ready to recommend the purchase of this machine for the archives, because I agree with Mr. Boni that the principal application is to the research library field. For instance, he envisions this as a cheap method for libraries to keep scientific literature which is expensive to print and which goes out of

date so fast that it is prohibitive for an ordinary library to try to provide it for its readers.

The archivist attended the luncheon given on Friday by the New York Historical Society to delegates to the Conference on Historical Societies, also the organization meeting for the new American Association of Local and State Historical Societies. The new president, Dr. C. C. Grittenden of North Carolina, also graciously invited the archivist to sit in at the first council meeting. Although the new society can under its constitution become either a society for persons interested in amateur local historical writing, or an association to encourage the formation and improvement of local historical societies, it seems probable that it will take the latter course. There will be no formal papers read at meetings. Papers will either be distributed in advance for discussion or the meetings be in the form of informal round table or panel discussions. There will probably be no journal, but newsletters and bulletins. Among the suggested topics for bulletins are such practical "how to do" things as "How to organize a local historical society", "How to plan and carry out a centennial celebration," "How to write and present an historical pageant," "Suggestions for inexpensive ways to build up a local history collection", etc. The policy committee suggested the following directions in which a strong organization in the field of state and local history could render valuable services:

1. Publicity
2. Cooperation with the National Park Service
3. Cooperation with federal relief agencies
4. Cooperation with "patriotic" and other organizations.



5. Promotion of historical programs for adults.
- 6.. Encouragement of the writing of highstandard state and local histories.
7. Encouragement of adequate historical courses in the schools.
8. Compilation of lists of local historians and genealogists.
9. Promotion of closer coordination between state and local historical organizations.
10. Publications
11. Conferences
12. Clearing house

Information, suggestions and advice will be assembled and distributed along the following lines:

- a. Most suitable form of organization
- b. Methods of meeting the distinctive problems of various types of historical agencies.
- c. Most successful methods of securing increased contributions or appropriations
- d. Most suitable types of buildings and equipment for historical societies, for museums and for archives.
3. Useful publication programs
  - f. Promotion of the sale and exchange of publications of member organizations.
  - g. The collection, preservation and care of archives and historical manuscripts.
  - h. Historical museums
    1. The marking of historic spots
    - j. The restoration and preservation of historic sites and buildings.
    - k. The promotion and conduct of historical tours.
    - l. Cooperation with "patriotic", civic and other organizations.
    - m. The planning and conduct of historical celebrations, plays and pageants.
    - n. Promotion of the writing of high-standard local histories.

Membership dues are as follows: Life members, \$50.00; Contributing members, \$5.00 annually; Annual members, \$2.00. Dues of institutional members shall be double those for persons. The archivist took out a personal membership. We may wish to purchase some of the bulletins but institutional membership is not recommended, for the present at least.

The archivist attended another committee meeting. At the suggestion of Miss Adeline Barry, secretary to the late Dr. Robert Binkley who was chairman of the Joint Committee on Materials for the American Council of Learned Societies, a memorial volume to Dr. Binkley is being prepared. As originally planned, Miss Barry asked a dozen or so of us who were closely associated with Dr. Binkley, each to prepare a paragraph of appraisal for his outstanding contributions. This was to have been mimeographed by the HRS and distributed at A. H. A. His friends, however, felt that this was inadequate treatment for a man who had such an influence upon historical methodology. A breakfast conference was called, attended by Dr. Buck, Dr. Boyd, Mr. Kellar, "John" (Dr. Binkley's assistant at Western Reserve whose last name I never knew), Miss Kessler (also of Cleveland), Miss Barry and myself. Dr. Buck suggested that the volume should be a commercially published history of intellectual ideas which will be of value after people have forgotten the man Binkley. Dr. Binkley had many facets, but the three outstanding contributions were his introduction and exploitation of the use of microphotography in archives and libraries, his study of costs and methods of publication ("Manual on the Reproduction of Research Materials") and his experiments in mass production methods applied to research (the white collar program of the WPA).

The program of the convention itself was stimulating. As at A. L. A., one wished one could be quintuplets. I attended the following meetings: Friday morning: The significance of local history for social scientists. Friday noon: Luncheon at the W. Y. Historical Society. Friday afternoon: Organization meeting for the new historical society. Friday evening: Dinner of the Mississippi Valley Historical Association; Saturday morning, breakfast of the Chicago Alumni; Saturday morning, "Regional Influences on American History"; Saturday noon, "Luncheon of the Editorial Staffs" - (Mr. Rollins, head of the Yale University Press talked about how to improve the looks and reduce the cost of historical periodicals - Mr. McCoy would have enjoyed this); Saturday afternoon was the business meeting but I was too busy talking with diverse friends to get there); Saturday night, annual banquet of the A. H. A.; Sunday Luncheon and afternoon, advisory committee meeting of HRS; Monday morning, Binkley breakfast conference; Monday noon, luncheon of Society of American Archivists (Prof. W. Rex Crawford of the University of Pennsylvania: "The useful past"). I tried to hear our Mr. Hall at the Russian history session but was too late; attended council meeting of the new historical society; Tuesday morning, conference with Virginia State Director of HRS concerning a proposed new type of county inventory for that State.

# ILLINOIS STATE LIBRARY

## Archives Division

Report for January, 1941

### Infantile Paralysis Fund Campaign

Secretary of State Hughes acted as downstate chairman for the annual campaign to raise funds for infantile paralysis work in Illinois. Miss Helene M. Rogers, assistant state librarian, undertook immediate supervision of the work and an office was set up in the Archives Building. The archivist's workroom and the secretaries' office on the second floor were turned over to the committee. Mrs. Reeder, secretary to the archivist, and Mrs. Neenan, secretary to Miss Skogh were relieved from their regular duties to devote their entire time to the work. Staff members from all departments of the State Library gave generously of their time. So far as possible Miss Neenan was relieved of her regular typing duties so that she was also able to devote a large proportion of her time to assisting. All members of the archives staff helped from time to time. The offices were used for the committee during most of December, all of January, and they will be used at least half of February.

### Public Records Acts

The archivist seemed to be able to help most by keeping out of the stream of heavy traffic through her office. She took advantage of the lull in regular routine to start a piece of research which has long been beckoning. She read through the Revised Statutes for 1939 to mark every passage relating directly or indirectly to records, public and private.

In particular, she listed and abstracted all authorizations for destruction of useless papers. This work is not quite complete, but to date 23 types of records in this category have been found. This particular part of the research is in answer to an inquiry from the Safe Manufacturers National Association. Mr. Boniface, the executive secretary, writes: "We are attempting to compile a bibliography of all of the available laws and regulations requiring custodians of such records in states, counties, cities, towns and villages to house their records in fire-resistive vaults or safes--and detailing the classes of records which must be so protected, and for how long. We are also interested in compiling a complete bibliography of "Codes for Preservation of Records" and "Codes for Classification of Records" and "Schedules for Retention of Records" as applied to quasi-public industries, such as public utilities, railroads, etc." This Association has already done a considerable amount of work on the problem of what records should be preserved and for how long, and it seems very much worthwhile to devote the amount of time necessary to answer such reference questions because we shall all profit from the publication of their recommendations based upon their research in all states.

The second way in which this study proved useful, and unexpectedly too, was in making it possible for the archivist to compile a critique of the "Proposed Public Records Act" published in the American Archivist in April, 1940. Because the Society of American Archivists had referred this tentative draft to the National Conference on Uniform State Laws for preparation of a model archives bill, the archivist had not made a thorough study of the proposals. Quite accidentally we learned that the Legislative Council had got hold of this draft bill and was proposing to introduce it as a bill early in February, without, apparently, consulting Mr. Hughes, Miss Rogers or the archivist. Because of this recent study of the statutes it was possible for the archivist in a very short time (2 days) to prepare a fairly detailed critique of the proposed bill for the use of Mr. Hughes.

The objectives of the study of the revised statutes, a task merely scratched by this preliminary checking, is two fold - first, to collect data for a series of articles on the social significance of county records, to be published in Illinois Libraries; and second, to estimate the cost and feasibility of issuing a series of pamphlets containing laws relating to the powers, duties and functions of the various county officials.

The first article of the series, "Archives and War," a general introduction to the series, will appear in the February issue of Illinois Libraries. Then each county office will be described somewhat in the spirit of last year's series on "The General Assembly and Its Records." The introductions in the HRS county inventory series definitely fail to answer such questions as, "Just what does the county clerk do, and what does that mean to me?" A briefer, less technical description of various phases of Illinois county government would have considerable reference as well as propaganda value. Incidentally, Mr. Blood has asked Mr. Bell, county recorder for Macon County for an article or data for one, on his use of the photostat - what applications the county has found, how much it costs the county to operate, how much profit they make on its use, how he finds it satisfactory and what its drawbacks are. Mr. Bell, as you know, is a very intelligent person, and such an article by a county official would attract wide interest among other county officials.

Mr. Blood reports that a number of county officials have asked him whether the state issues any pamphlets citing the laws relating to their duties - something on the order of the "Election Laws" which the Secretary of State publishes from time to time. The officials complain that the laws are changed frequently but that they are never officially notified of those changes, and unless they painfully compare old and new session laws they never do realize changes have been made. Particularly they say that they wish there were some way to keep abreast of legislative news. This I know to be true from memories of my own father who as probate clerk used to bring home the revised statutes and the new session laws and those were the only occasions when that otherwise mild man gave vent to Jovian wrath. "We lobbied to get that probate code through so it would be both just and equitable, and now will you just

look at what they've done to it! Will you just look at it!. In section 15 it says we've got to do such and such a thing such a way or it isn't legal, and in section 20 of the code it says the whole procedure is illegal if we do it that way. Now we will have to wait months until the matter can get to the Supreme Court to be untangled." It would seem that no more popular approach to the extension of service to county officials could be made than through publications which would give officials this information which they need. I suggest that Mr. Hughes be requested to publish the laws relating to county government after the close of the present legislative sessions, and that during future sessions (possibly this one), the State Library issue mimeographed news bulletins on legislative news in which the county officials are interested. The code of laws should contain not only the major laws such as "An act to revise the law in relation to county clerks", but also pertinent excerpts from other laws in which will be buried an allusion to his duties. For instance, picking quite at random, there are instructions concerning county clerks in the following sections of the Revised Statutes, where the county clerk might or might not find them: "Cities and villages", Chapter 24, Sect.307f; "Corporations", Chap.32, Sect.355; "Drainage", Chap.42, Sect. 412; "Employment", Chap.48, Sect.153; "Ferries", Chap.55, Sect.7; "Insurance", Chap.73, Sect.204.12; "Parks", Chap.105, Sect.293d.

#### Staff News

Mr. Riley, formerly one of our watchmen, was made elevator operator for the main passenger elevator, beginning January 2. This relieves a great worry about possible accidents or prowlers which are possibilities when public elevator is operated by passengers. There has been a marked decrease in the number of service calls since an operator was assigned.

Mr. Fitzgerald was assigned as watchman on the 2-10 P.M. shift, replacing Mr. Riley.

Mrs. Reeder was out ill with flu January 22-28; Mrs. McFadden has been out with a cold since January 27.

Miss Nerton was reappointed chairman of the committee on Archives of the American Historical Association. Also, she was appointed to the Society of American Archivists' committee on Physical Protection of Records in War.

#### Archives Building

The Globe Wernicke Company continued installation of departmental vault equipment under their contract. The tests, under the supervision of Mr. Stockman of the Chicago office of the State Architect, are being run at the factory in Cincinnati. Every 50,000 (?) cycles the testing machine is stopped and Mr. Stockman goes to Cincinnati to make an inspection. Mr. Hammond invited Miss Nerton to accompany Mr. Stockman when he makes the final inspection at the end of 100,000 cycles on February 4. Miss Nerton after consultation declined.

This is not the same quality test run by the Art Metal Company under the archivist's supervision. The company paid her expenses to Jamestown and she actually sat beside the testing machine seven or eight hours a day. When she left for lunch or for the night or week-end, and upon her return, she made a memorandum of the number of cycles recorded on a sealed counting machine. She was able to estimate exactly how many cycles should be finished during her absence, and, more important, be assured that the machine had not been stopped to give the steel in the slides a rest, and the seal which she initialed ensured that the county machine had not been tampered with. There is no implication that either the Art Metal Company or the Globe Wernicke Company would be dishonest in the matter, but in fairness all around the present test does not seem as valuable. If a report of the test is made to us, it may be of interest to know that the maximum efficiency of the Art Metal slides was reached at 80,000 cycles.

Departments wishing to transfer records to their departmental vaults have been told that they must await formal notification to the Secretary of State by the Department of Public Works and Buildings that the installation has been completed and the equipment accepted. One exception was made in the case of the Insurance Department which already had its vault half full of transfer cases. They were authorized by the architect, after consultation with the archivist, to transfer records already in the vault to the new cases to make room for the new equipment. The shelving contract was sublet to the Art Metal Company and at the archivist's suggestion the architect will inspect this as soon as installed so that the Vital Statistics Division can begin to move its records without waiting for completion of the entire installation. As they have over 6000 volumes to move, getting these records in soon will materially relieve the bottle-neck in the fumigator. The shelving came January 30 and installation will be completed in about five days according to Mr. Dodsworth's estimates.

One-hundred eighty-five transfer drawers belonging to the State Library have been returned to the Archives by the Department of Registration and Education. The records filed in this equipment were formerly in the Archives, but on request of the archivist they were transferred to the Departmental vault on moving to this building. The Department has been weeding and indexing these files and it seemed the sensible thing to leave the records in the old cases until this work had been completed, then to the transfer the rearranged files to the new equipment which they purchased some time ago. This has now been done and the old files released to us.

The archivist drafted a reply for Miss Rogers to send to the State Architect in relation to the proposals of the Globe Wernicke Company for rehabilitating the catalog cases they installed in the Archives Building. While this transaction is properly being handled through the Assistant State Librarian, the matter concerns the Archives Building and therefore should be made a matter of record here. Specifically we have complained of a damaged wall and cabinet end, warped cabinet frames, warped sliding reference shelves and too loose fit of the drawers which are dust traps.

## Conference Rooms

Mrs. Beatrice Sawyer Russell, formerly a member of the A.L.A. staff in Chicago has been assigned the Louis Emerson and record floor Conference Rooms for work connected with the I.L.A. legislative program. She moved in on January 27. She has been given a pass to permit her to work in the building outside of office hours when necessary.

The second floor Conference Room has been used twice by a local Teachers' Study Group; also, on January 21 by the Executive Committee of I.L.A.

## Historical Records Survey

The various WPA records projects in Illinois, including the Historical Records Survey, have been consolidated and are now under the sponsorship of the Governor. Since the Secretary of State was not invited to be co-sponsor, the archivist is no longer acting as technical advisor. Mr. Hall, state director for HRS is greatly perturbed because he was counting on close supervision by the archivist over the program for editing and publishing the state inventories. The archivist had worked out a program for the work with Mr. Elmer Boni, supervisor, before the present crisis came, and the program so drafted has been sent on to Washington for approval according to a carbon copy received January 31. Receipt of this copy has been acknowledged without comment. On January 15, Mr. Al Cohen, state editor of the manuscript work, brought in the edited copy of the calendar of Governor's Correspondence for comment. From what the archivist has already seen of the work, she would be unwilling to have this published without detailed comparison with manuscript originals. The archivist refused to look at this proposed publication. For the present the HRS workers in the building are allowed the use of desks and other privileges they have been enjoying.

The Vital Statistics Division of the State Department of Public Health is sponsoring that part of the project which is indexing vital statistics in state and county repositories. The method of procedure outlined is wasteful of time and involves harmful handling of records. Two people are to copy each record separately, the two copies compared, and a third person is to check back on discrepancies between the two copies. The efficient way to do this work would be to microfilm the records, then index them. The archivist has repeatedly protested at meetings of the National Advisory Committee for HRS and to Mr. Child, National Director, against this constant and careless handling of fragile records by untrained workers. The HRS has undoubtedly done a fine piece of work, but county officials justifiably complaining about this unnecessary wear and tear on their records.

The following publications have been received during the months:

American Imprints Inventory: Location symbols for  
libraries in the U.S.:  
Additions and corrections, Jan. 1941



- Arizona: County inventories: No. 7 Maricopa County
- Florida: Church archives: Baptist bodies No.18. Northwest Coast Baptist Association
- Idaho: County inventories: Teton County
- Illinois: County inventories: Livingston County
- Indiana: County inventories: No.53. Monroe County
- Maryland: Calendar of the General Otho Holland Williams papers in the Maryland Historical Society
- Massachusetts: Town and city archives: No.6. Franklin County, v.1: Ashfield
- Michigan: Municipal archives: Detroit: Dept. of Recreation
- Michigan: Municipal archives: Detroit: City Treasurer
- Minnesota: The Cuyuna range: A history of a Minnesota Iron Mining District
- New Jersey: County inventories: No.15. Ocean County
- New Jersey: Directory of Churches. v.17, Salem County  
Ibid. v.10, Hunterdon County
- New Mexico: County inventories: No.16. Ocean County
- New York City: Church inventories: Protestant Episcopal Diocese of Long Island. v.2. Brooklyn and Queens
- North Dakota: Bibliography of theses prepared at the University of North Dakota
- Oregon: County inventories: No.34. Washington County
- Pennsylvania: County inventories: No.30. Greene County
- South Dakota: County inventories: No.47. Mellville County
- Tennessee: Directory of churches, missions and religious institutions of Tennessee No.33. Hamilton County (Chattanooga)
- Tennessee: Outline of development of Methodism in Tennessee, No.75
- Texas: County inventories: Fayette County
- Texas: Index to probate cases filed in Texas. no.200, Runnels County
- Utah: County inventories: No.24. Vintah
- Vermont: Inventory of the town, village and city archives of Vermont:
- No.8 Lamoille County  
v.3 Town of Eden  
v.5 Town of Hyde Park

No.11 Rutland County  
v.8 Town of Hubbardtown

Index to the Burlington Free Press, v.4, 1859-61

West Virginia: Preliminary bibliography of material  
relating to churches in West Virginia, Virginia,  
Kentucky and Southern Ohio

Visitors:

Mr. L. J. Nick Perrin, Jr. and two friends from Belleville visited the archives on January 22, to see the exhibit of Perrin manuscripts.

There were few registrants this month. Twelve Illinois cities and towns and three other States were represented.

Rules and Regulations

The Rules and Regulations for the Archives Department of the State Library were rewritten prior to being re-mimeographed. A number of changes and improvements in handling certain matters necessitated a new draft. The engineer who has not been signing up when he enters Departmental Vaults to service them is now to sign a special form to hang in the switch-board room. This is proper as an additional safeguard against using him as an alibi for carelessness in the vaults.

Lincoln Items

Two new Lincoln items were discovered in the files this month: A petition for pardon of Henry Heath, dated Sept.30, 1850, and signed by Lincoln; and an autographed letter from Lincoln to the governor, dated January 10, 1853, requesting pardon for William D. Davis. Davis was convicted of Manslaughter from Clark County and Lincoln states in this letter that he was one of the defending attorneys. Dr. Pratt says the Clark County history mentions a legend that Lincoln practiced in that county but this is the first proof he has seen that Lincoln did practice in Clay county.

As a matter of record, all Lincoln items are abstracted from the files, a note as to the original location in the files, and placed in the Lincoln volume kept in the safe. Photostatic copies with a notation to that effect are filed in place of the originals in the file to which they belong.

Photographic Laboratory

	Exposures	Enlargements
"Scientific Vital Statistics" (?)	2	2
Civil Service Application records for Mr. Retcher	8	8
HRS Floor Plans	6	6
Kaskaskia river report (reference work)	3	3
Sangamon Co.Election Returns		60

Photographic Laboratory (Con' t.)

	Exposure	Enlargements
Enlargements & Documents repaired (Miss Rogers)	5	5
Supreme Court Law of 1814	48	240
<b>Totals</b>	<b>72</b>	<b>324</b>

The river report referred to was in answer to a request from a firm of mining engineers in Pittsburg (Evenson, Alford & Anchaute) requesting a copy of an 1832 legislative report mentioning the presence of coal along the Kaskaskia river.

The copies of the 1814 Supreme Court law were made at the request of Judge Farthing. This act was the first book published in Illinois - December 24, 1814. The Historical Library has the only known copy. Pope's Digest prints the law, but not the accompanying documents. Mr. Angle graciously consented to our making three copies for Judge Farthing, one for the State Library, on condition that we also make one copy for the Historical Library and also give the film to that library.

Repair Department

Governor Fifer Correspondence, 1890	163 pieces
Volume 14, State census of 1855	10 "
<b>Total</b>	<b>173 pieces</b>

Accessions

## General Assembly

House Committee on Appropriations	
Bill docket. 1913, 1915, 1917,	
1919, 1921, 1923	- 6 volumes
Minutes of meetings 1915	- 1 "
House Index to House Bills, 1921	- 1 "
House Index to Senate Bills, 1921	- 1 "
Report of Board of Trustees, Chicago	
Sanitary District. 1935	- 1 "
Ibid. 1936	- 2 "
House Committee Records. Date(?)	
Penal and Reformatory	- 1 "
Railroads and Education	- 1 "
Revenue and Liberal (?)	- 1 "
Miscellaneous Papers and Reports	50 documents
1930-31	
Proceedings of Committee of Whole,	
Special Session 1930	
Juvenile Delinquents	
State Finances	
Committee Reports on 3 bills, 1935	
Photographs of General Assembly	
Members, 1914	
Election Contest files, Elwood &	
S. S. Epstein, 1931	

## Senate

Miscellaneous election contest papers

**Secretary of State**

Election returns, 1941 (not fully checked in)

"Not for Profit" Corporation Reports, 1938

Also, Index cards for 1938 - - about 7,500 sheets.

Index Department: Oaths of office,

Members of 1941 General

Assembly - - - - - 204

**Departmental Vaults**

Transfers were made as follows:

Secretary of State: Executive Department

1940 records; Notary bonds, Certifications of Qualification, Requisitions and petitions for requisition, Executive file

Secretary of State: Front Office;

Correspondence - 1 drawer

**Staff Work**

No new work has been undertaken by the staff during the month. Mr. Vetherbee is unfolding and refiling early pardon records (1835-47), Mr. Scott petitions for requisitions (1913-1937 finished), the HRS are working on Secretary of State's Correspondence for 1909, and Mrs. Nelson is filing in 1938 corporation reports and filing in the name index.

Respectfully submitted,

Margaret C. Norton,  
Archivist

mfn

# Accessions - Archives

	Drawers	Volumes	Documents
General Assembly		14	300
Secretary of State			
Index Department			
Election returns	2		
Oaths of office,			
General Assembly			204
Corporation Department			
"Not for Profit"			
Corp. Reports,			
1938			7,500
Index cards, 1938-39			5,000
Totals	2	14	13,004

# Archives - Reference Calls

General Assembly	11
Bills	3
Secretary of State	
Corporation Department	
Index Cards	19
Corporation Reports	202
Executive Department	
Original records	
Pardons	3
Petitions for Requisitions	2
Executive Division	
Certificates of Qualification	1
Executive File	1
Land Patents	7
Official bonds	
County Officers	2
Notary Public	3
Surety Bonds	2
Index Department	
Election Records	14
Enrolled Laws	23
Securities Department	
Closed Cases	7
Special Calls	
Census	16
Miscellaneous, for Dr. Pratt	2
Total	<hr/> 327

Archives - Catalog Department

Made by archives

24

\*Made by catalog department

2

\*Already reported by catalog department

PUBLIC DOCUMENTS IN THE  
ILLINOIS STATE LIBRARY

The questions as to whether a separate Public Documents Department should be set up in the Illinois State Library and whether that Department should be housed in the Archives Building until more suitable quarters can be found elsewhere, is one which should be decided on the basis of what will be best for the State Library in the long run. The department heads involved are obviously too close to their own reference use viewpoints to deliberate objectively.

Public documents are so close to the border line of archival documents that it is often difficult to distinguish between Tweedledum and Tweedledee. The use of public documents in archives reference was described in my article on Archives and Libraries which appeared in Illinois Libraries and was reprinted in the 1939-40 Blue Book.

It is therefore unnecessary to repeat the substance of the argument here. We feel that the Archives reference work is handicapped and rendered less efficient by an inadequate collection of Illinois documents. Miss Skogh and Miss Nicholls are equally certain that the documents are more useful in the general reference department. Miss Bailey and Miss Davless have pointed out certain inconveniences from the cataloging angle. These problems can probably be solved satisfactorily for all concerned, just as those caused by the merger of the old general and extension divisions were solved.

Certain public documents are probably consulted most frequently from the subject angle. Miss Skogh mentioned University of Illinois and Public Health Department Bulletins as examples. Certain other documents are required for use parallel to manuscript material in archival reference. Examples of this use are comparisons of acts as printed in the session laws with the enrolled laws or original bills in case of suspected typographical errors; also parallel use of



printed journals and legislative documents. It is my guess that an unknown proportion of the public documents are asked for simply as documents which are known to contain certain information and that the users are fundamentally indifferent as to where they go to consult them.

Many libraries duplicate those parts of their document sets which are used most frequently from the subject angle, classifying them with other books on the subject. I do not see why that could not be done for the relatively few categories of popular Illinois documents in most frequent demand from a subject angle.

Miss Skogh has suggested that the archives department should have been building up its own document collection. We have tried to do so, but only in a limited way. The reasons for not doing more are obvious:

- 1) Collecting public documents issued by the State is a full time job.
- 2) The archives staff has always been small, and all our time has not sufficed for adequate care of the manuscripts in our custody.
- 3) Another department of the State Library was already doing a superb job of collecting documents and it seemed an unnecessary duplication of labor.
- 4) The archivist's requests for copies of publications are frequently met with the blunt statement, "We have already supplied the State Library with 55 copies. That is all you are going to get."

My recommendation has been and is for an Illinois Public Documents Collection located between the archives reference and the general reference rooms in the proposed new building. Who administers the collection and who gets the credit for the statistics of use are matters of indifference to me. It would be my suggestion that it be a separate department, and I personally would prefer not to have it under the archives, since Miss Skogh justifiably feels that the

present collection is largely due to her efforts of the past twenty years since she was made superintendent of the former General Division. I have no desire to take the credit for other people's work.

If an Illinois documents department is established and is located in the Archives Building or immediately adjacent to the archives reference room, I suggest that the Illinois documents now in the archives department be turned over to the public documents department. This would include all public documents except occasional special reports (usually legislative) which were filed in printed form as original archival copies for which there are no manuscript copies. In this case the copy stamped filed would be the one from which certifications are made and should not go into a library collection. Most of such documents would be reports of special legislative commissions. If we have both a manuscript and a printed copy I would expect to turn over the printed copy unless there was a special archival procedure involved which would make that incorrect.

Also I would expect to turn over our manuscript indexes to the house and senate journals, though it may prove necessary to duplicate them for our own use. For instance, we have checked on these indexes the bills for which we have the original bills as introduced. We also use the indexes for locating archival material.

We make certain analyticals which are needed for our archives reference. For instance, for every special legislative commission we state whether a report was required, whether one was filed, and if so in what form (manuscript or printed) and whether we have a copy. If the report is printed we give the State Library and/or Historical Library call number if we do not have a copy in the archives. I would expect to cooperate closely with the public documents department in working out cataloging procedure that would not involve duplication of work yet would improve the reference facilities for both departments.

When we moved into the Archives we started what we called a "document archives". Into this collection we put one copy of each document which we had, preferably in the original bindings. These are kept for preservation purposes. If another copy can be obtained we do not use these archival copies, to avoid wear and tear upon them. It is my recommendation that the same procedure be followed in the new department - namely, that single copies of a document shall not only not circulate, but also, where it is possible to obtain duplicates, one copy be kept in the document archive, (to be administered by the document department), one copy kept as a reserve reference copy for use here, and the third and other copies circulate. We also try to get three other copies for a reserve from which to replace worn out or lost copies.

At present we have an incomplete set of documents in our "reference library". These would of course go to the documents department. I also have an incomplete set of laws, journals and blue books in my office. I would like to keep these, because I have daily use for them, often involving quick reference on my part, frequently using these volumes in connection with the special research which I do and in cataloging.

The question of the advisability of moving the public documents into the Archives Building as a means of holding the building for State Library use is something towards which it is difficult for me to be objective. How we can ask for a State Library wing if the Archives Building belonging to the State Library has space which it can and does give to outside departments. When we were working on plans for the Archives Building Mr. Hughes said he had only two suggestions to make:

- 1) Plan space for semi-current records (the departmental vaults).
- 2) Plan workrooms adequate for a greatly enlarged staff, but lay out these rooms in such a plan that will make it inconvenient and impossible

to put any other department in the building, "no matter how much pressure is put upon me and my successors". We succeeded in making that inconvenient, but the pressure is there already.

Another point which was hinted at vaguely, but not expressed in staff meeting, is the question as to whether or not the archives department is not so separate in its purpose and methods of work that it should not be a part of the State Library at all. This question was thoroughly pondered before the department was created under the 1921 State Library law. It was reconsidered in 1939 when the State Library Act was rewritten. It is unnecessary to go into that here. Personally I think the archives department belongs just where it is. It may and may not be a coincidence that the most successful state archives are sections in state libraries.

Respectfully submitted,

Margaret C. Norton  
Archivist

ILLINOIS STATE LIBRARY

Archives Department  
Report for February 1941

Accessions:

For report on accessions, see Statistics.

Departmental Vaults:

The Architect's office has notified us that the vaults for the Superintendent of Public Instruction and the State Treasurer are ready. These are the two departments apparently in greatest need for the space.

The records of the Teachers' Retirement System of Illinois were moved immediately into the vault of the Superintendent of Public Instruction. These were the records which the State Fire Marshal ordered removed from the storeroom where they were. Mr. Hulet was unable to check with us last Spring for transfers of records to the Public Instruction Departmental Vaults. The archivist was therefore forced to guess at the categories likely to come in, and equipment ordered was based upon that guess. Mr. Hulet has now made a partial check with the archivist, and fortunately the guess has proved to be accurate. In a few cases the records selected proved to be current records which will not come immediately, but will eventually. Some categories Mr. Hulet has had to consult about with others in the office before deciding upon, and these he will check with us in a few days.

The Treasurer began moving in records on February 28th. Some of the records promised for the archives Mr. Schmitz does not feel he himself can authorize to be transferred. Several records have been found that are not listed in the RMS inventory. Mr. Schmitz suggests that when we write the authorization for the additional volumes we mention the records suitable for transfer to the archives and suggest that they be considered for such transfer. Meantime they are being placed in the Departmental Vault.

The two vaults mentioned will be filled before we attempt to move into the other vaults.

Building Notes:

Mrs. Russell, executive secretary for the legislative committee of I.L.A. used the Emerson room all month for an office.

The second floor Conference Room was used twice by a Teachers' Reading Conference. Mr. McCoy has used it for rush work on several occasions.

The Infantile Paralysis Drive Committee continued to use the archivist's workroom and secretary's office as headquarters, though most of the work was finished by February first, releasing the space.

Mr. Noble, engineer from the Architect's office, investigated the cracks which developed in the floor on the seventh level, and reported they were undoubtedly caused by contraction in the concrete, not by structural defects.

One of the Chippendale ladder back chairs was broken, presumably

by an accident which happened at night. It has been sent to Dirksen's for repair.

Mr. R. O. Williams of the Pittsburg Reflector Co. inspected the Reference Room lights at the request of Mr. Borton of the State Architect's office. He stated that little can be done with the present fixtures except to increase the size of and wattage of the bulbs and to paint the ceiling to give greater light reflection.

Open house was held on February 27th for the Zonta International Club which visited all departments of the State Library.

Mr. Crutcher and Mr. Stanard of the Attorney General's office inspected their departmental vault with a view to asking for an appropriation for equipment. That office was omitted from the list of departments for which appropriation was made in 1939.

The furniture from the staff rest rooms has been put in storage and the toilets unlocked.

#### Staff Notes:

Hugh Manley, one of the janitors, has been seriously ill with flu. He was in the hospital for two weeks.

Mr. Riley, elevator operator, broke an arm on February 27th but has lost no time.

Mrs. McFadden was ill with flu for a week.

#### Historical Records Survey.

Mr. Hughes notified the Historical Records Survey to vacate the third floor office by March 1st.

The archivist resigned from the National Advisory Committee of the Historical Records Survey on February 25th, and the next day sent formal notification to the National director that she has not approved for publication the calendar of Governor's Correspondence sent to Washington for final editing, nor the final report on program for publication of State inventories.

Appended is a copy of an article from the U.S. Bureau of the Census publication The Registrar for January 15, 1941. This describes the proposed reorganization of the method of keeping statistics by the Illinois Department of Public Health. The present Vital Statistics Division is to be merged into a new Division of Public Health Statistics. The present WPA project for indexing vital statistics fits into this scheme, but it is likely that this part of the WPA program will be enlarged to take in various phases of the expanded work. Under these circumstances, it becomes clear that the Governor would want sponsorship control. It is also clear that this bigger and more easily justified records program would result in what we feared - a more or less gradual elimination of the HRS program. The two programs - public health statistics and the inventorying of state and county records have different objectives and cannot successfully be carried to conclusion under one sponsorship and one technical advisor.

Unless some practical means can be found for separating the work of the HRS from the larger public health program it would be inadvisable for the State Library to reenter the picture. On the other hand,

we are hardly being fair in leaving two pieces of advisory work hanging in mid-air. The archivist was assisting in drafting the program for publishing the state inventories, and particularly the classification procedures. This last had reached the place where the final draft was ready to submit to the archivist for criticism. In fact, the preliminary outline for that final draft had been submitted to the archivist. The archivist had suggested the main outline and had drafted a preliminary genealogical chart and classification scheme for a sample department. The details of this outline were filled in by some one else and the draft sent the archivist for criticism on January 31. Acting on instructions to discontinue technical advice pending final settlement of the sponsorship difficulties, the archivist merely acknowledged receipt. Unfortunately this draft was sent to Washington in such a way as to give the impression that this draft had been written by the archivist. Mr. Hall was doubtless acting in good faith, not realizing how much Mr. Bour had added to the outline. It was necessary for the archivist to notify the National director that she was not responsible for the final draft. A critique on this draft will be prepared for use when, and only when, relations improve sufficiently to permit its being given to Mr. Hall.

The second bit of unfinished business is the publication of the calendar of Governor's Correspondence covering the period 1809-1856, prepared by Mr. Al Cohen of the Chicago office. The final draft of this calendar was ready to be submitted to the archivist for criticism the first of January, but it was not submitted until January 15th when the archivist was unable to look at it. Mr. Cohen has consulted with the archivist a number of times while he was compiling the calendar, but the archivist has seen only sample calendar entries. Mr. Cohen is a bright young man but has had no historical training. The sample entries seen show need of checking from that angle. The archivist had promised to write an introduction to the volume. Her article on the Governor's Correspondence, published last year in Illinois Libraries was to have been adapted. The state director of HRS sent on this volume to Washington for final editing, without receiving our criticism. It is presumed that the Illinois Libraries article may have been used, without permission. Mr. Hall promised that this would not be published until we had approved the contents, but that hardly explains sending it on to Washington for final editing. Another final editing would be necessary after we criticized the manuscript. The archivist's notice to Washington that we had not approved it seems to have stirred up some more excitement. Had not half a dozen volumes been published months after Dr. Van de Woestyne had left and the University of Illinois withdrawn its sponsorship, using those names illegally, we would have been less suspicious.

The following HRS workers have been assigned to assist in the Archives Department:

Joseph Hington - listing governor's correspondence, 1856-date

Phillip E. Hovy - translating French marriage contracts

Grace M. Corsiatto and Rosemary Novak - filing Secretary of State's correspondence.

James R. Hildebrand and Frank M. Cullen - indexing Insurance Department reports in the archives.

HRS publications received during the month were as follows:

**Illinois**

County inventories: Effingham County  
Calendar of Ezekiel Cooper collection of early American Methodist  
manuscripts, 1785-1839, in Garrett Biblical Institute, Evanston

**New Jersey**

Federal archives in the states. Ser. 16. Farm credit adminis-  
tration  
The HRS in New Jersey: Commemorating 5 years of continuous op-  
eration, 1936-41

**New Mexico**

Federal archives in the states. Ser. 5. Department of Justice

**Pennsylvania**

A description and analysis of the bibliography of American liter-  
ature

**Tennessee**

Guide to depositories of manuscript collections in Tennessee

**Texas**

County inventories. No. 120 Jackson Co.

**Utah**

Church archives: vol. 3. Smaller denominations

**Staff work**

**French translations.**

Mr. Houy worked less than half time for us in February. He is  
translating the French marriage contracts. 28 documents were trans-  
lated.

Miss Boylan, district supervisor, Illinois Museum Extension  
Project, in her January report states that, "Thirty-three extracts  
from the "Registre des Insinuations des Donations" were translated,  
thus completing the book of 143 extracts. Forty-eight translated  
pages were checked over and put in better English." A copy of this  
translation has not yet been received, nor have we received a request  
for a photographic copy of other records for translation. It is  
assumed, therefore, that Miss Boylan has not quite completed the work  
on the first volume.

**Governor's Correspondence.**

The Governor's Letter Books thru 1853 were published many years  
ago by the Illinois State Historical Library. The calendar on which  
the HRS was working was for the incoming (unbound) correspondence,  
including Militia papers covering the same period. These records  
were transcribed by Mr. Hington and sent to Chicago. For the period  
later than 1853 we need to know what letters we have. For instance,  
we get requests for any letters written the Governor by Senator So  
and So. It is obviously impossible to thumb through thousands of  
papers on the chance of finding something. Most of the later cor-  
respondence is chaff and we would not be justified in the expense of  
full calendaring. Instead, Mr. Hington is making a short calendar.

Short calendar. This will list on sheets of paper filed at the  
front of each folder, the essential information as to the contents



of the folder for quick reference:

Date of letter, name and address of sender, to whom addressed, principal subject of letter, list of names of persons mentioned in letter, authorship symbol and number of pages.

This type of calendar can be done by Mr. Hington without supervision except for occasional consultation re problems met. The archivist had started such a listing and had carried it down to 1847. Mr. Hington has carried it down through 1848.

Mr. Scott finished unfolding and refiling the Requisitions by Illinois on other states for the return of fugitives from justice. He found \$8.00 in checks and bills attached to various documents, which were turned over to the chief clerk of the Executive Department.

Mr. Scott is now indexing the names in the early session laws, having completed the years 1841 and 1843.

Mr. MacDonald is spending most of his time in the Receiving Room on account of the transfers to Departmental Vaults. He reports having cleaned and repaired 130 pieces of Perrin records.

Mrs. Nelson is still filing 1938 corporation reports. Mrs. McFadden is checking General Assembly files, having worked back to the year 1939.

Mr. Wetherbee is doing the usual reference and miscellaneous work. He reports an increasing number of calls referred from the Historical Library. He has unfolded and arranged the pardon records through 1855. Five certificates of title to state lands were found in the pardon file, and refiled and indexed for their proper places. He also discovered a letter written by Abraham Lincoln in 1853 asking the Governor, to pardon his client William D. Davis under sentence from Clay County for manslaughter. This letter was used for the annual Lincoln day news item.

The archivist continued her study of record laws now in force. A compilation of Illinois laws authorizing the destruction of records (private and public) was made, and a copy sent to the National Safe Manufacturers' Association which is studying the subject.

Progress has been made on a compilation of laws relating to the record making duties of county officials. The plan to publish such laws for the use of county officials seems impracticable, because short paragraphs are imbedded in long acts on otherwise extraneous subjects. For instance, certain charters do not take effect until they have been recorded by the county recorder - one sentence in a four or five page law. Probably a bibliographical digest will prove workable.

#### Photographic Laboratory

#### Exposures      Enlargements

County maps. For Miss Rogers	130	130
Publicity matters. For Mr. McCoy	35	35
Court house pictures. For archives	3	3
Lincoln Documents. For Mr. McCoy & Dr. Pratt	9	18
Archives exhibit volume	60	60
	<u>237</u>	<u>248</u>

Catalog Rules were sent, on request, to the Historical Society of York County, York, Pa.

Former Governor Louis L. Emerson who established the Archives Division of the State Library in 1921 and for whom a room was named in the Archives Building, died February 4th.

Respectfully submitted,

Archivist

# **Accessions**

	<b>Dates</b>	<b>Volumes</b>	<b>Documents</b>
<b>Department of Public Health</b> Minutes, State Board of Health	Jan. 1884 - June 1917	11	
<b>Secretary of State</b> Corporation Department Record of Issuances of Stock	1927-38	6	
<b>Index Department</b> Election Records Calls for state conventions; Withdrawals of candidates; Senatorial resolutions	1940		About 250
Justice of Supreme Court	1941		About 5

# Archives - Reference

General Assembly	28
Secretary of State	
Accounting Department	1
Corporation Department	
Fee Book	2
Index Cards	11
Reports	81
Issuance books	1
Executive Department	
Executive File	2
Notary Bonds	7
Land Records	1
Trade Mark	1
Bookkeeping Department	
Duplicate payrolls	2
Index Department	1
Circuit Clerk Bonds	4
Enrolled Laws	24
Election Returns	67
Securities Department	
Brokers File	5
Closed Cases	1
Jackson County records	1
Miscellaneous	
Genealogical	3
Census	1
General historical	5
Governor	
Correspondence	2
Mail Inquiries	21

~~202~~

76  
Catalog - Archives

No cards made

ILLINOIS STATE LIBRARY

Archives Division

Report for March, 1941

Accessions.

The most important accessions for the month were the State Constitution of 1870 and Deeds and Abstracts to State Property, deposited by the Index Department of the Secretary of State. By Mr. Hughes' orders these have been placed in the safe and are not to be removed from the Archives Building under any circumstances. A photostatic copy of the Constitution is in the Index Department and in the future certified copies will be made from that copy rather than from the original. A member of the staff must supervise personally all examinations of the Deeds and Abstracts.

At the time our accession book was started last year we did not include our holdings of Accounting Department records because it was expected that most of them would be transferred into a departmental vault. This transfer has not yet taken place, so all records coming from that department have been rechecked and a new receipt issued to the Accounting Department, superseding previous receipts which did not ~~cover~~ adequately some of the accessions. The total for these volumes is added to our statistics, none having previously been reported.

Correspondence concerning appointments of employees who were given jobs during the years 1920-32 was sent over by the Private Office of the Secretary of State.

The Secretary of the Senate deposited records of the Mining Investigation Commission and of the Senate Committee to Investigate Subversive Communistic Teachings in the University of Chicago. These were received in January, but inadvertently omitted from the statistics for that month.

Mr. Thomas M. Hall, State Director of the Historical Records Survey brought in thirty volumes of early assessment volumes from the county clerk's office of Perry County, which he rescued from the fuel bin. Mr. Mervin Eaton, the County Clerk, also gave him for us, four election documents for 1828 and 1829.

All election returns for 1940 are now transferred to the Archives. This brings the total number of drawers for election returns to 71.

Departmental Vaults.

The State Architect's office has approved installations of equipment for nearly all of the Departmental Vaults. Vaults 9N and 10W are the only ones not yet completed.

Vault space has been allocated as follows:

Level 7	West	Bays 1-7	State Treasurer
	7 North	Bays 1-12	Auditor of Public Accounts
Level 8	West	Bays 1-7	Superintendent of Public Instruction
	8 North	Bays 1-18	Supreme Court
	8 East	Bays 1-7	Attorney General
Level 9	West	Bays 1-7	Department of Insurance
	9 North	Bay 1	State Historical Library Board
		Bay 2	Governor
			Department of Public Health:
		Bays 3-13	Division of Vital Statistics
		Bays 14-15	Division of Laboratories
		Bays 16-19	General Office and Division of
			Sanitary Engineering
	9 East	Bay 1	Vocational Education Board:
			Division of Rehabilitation
		Bay 2	Department of Public Welfare
		Bays 3-7	Department of Registration and
			Education
Level 10	West	Bays 1-4	Commerce Commission
		Bays 5-7	Civil Service Commission
	10 North	Bay 1	Department of Labor
		Bay 2	Illinois Farmers' Institute
			Department of Agriculture:
		Bay 3	Rural Electrification
		Bay 4	General Office
		Bays 5-6	Department of Public Works and Buildings
			Division of Waterways
			Department of Finance:
		Bays 7-8	Division of Purchases and Supplies
		Bay 9	General Office
		Bay 10	Division of Motor Fuel Tax; Division
			of Oil Inspection
		Bay 11	Division of Retailers' Occupation Tax
		Bay 12	Division of Printing and Multigraphing
		Bay 13	Division of Liquor Revenue
		Bay 16	Division of Public Utilities
		Bay 17-19	Division of Tax Commission
		Bay 14-15	Adjutant General
	10 East	Bay 1	Liquor Control Commission
			Department of Public Works & Buildings
		Bay 2	Division of Motor Carriers
		Bay 3	General Office
		Bay 4	Division of Parks
		Bay 6-7	Division of Architecture & Engineering
		Bay 5	Department of Mines and Minerals
Level 11	West	Bay 1-7	Unassigned
	11 East	Bay 1-7	Unassigned
	11 North	Bay 1-19	Secretary of State: Drivers' License
			Division
Level 12	West	Bay 1	Secretary of State: Shipping Dept.
	12 East		Secretary of State:
		Bay 1	Bookkeeping Department
		Bays 2-5	Unassigned
		Bays 6-7	Securities Department

## Transfers into Departmental Vaults.

The Insurance Department has transferred material already in its vault from temporary to permanent filing cabinets, but has not yet brought in the additional records authorized.

The registration and Education Department has been re-arranging its vault and moving into new cabinets.

The Vocational Rehabilitation Board's records have been moving from Bay 7 to its new assignment in Bay 1 of Level 9 East. Formerly they had shared a bay with the Department of Registration and Education.

The Superintendent of Public Instruction authorized the Illinois Teachers' Retirement System to move its records into one of its bays. Indirectly it has been reported that there has been intra-office friction over the amount of space this board is to be allowed. This is another proof of Mr. Hughes' wisdom in refusing to allocate space for sub offices. The bound volumes and some unbound records have been moved in by the Superintendent of Public Instruction, but other records are not in condition to be transferred without re-arrangement. We have still not received a report from Mr. Hulet about the transfer of some records he questioned while checking for authorizations of transfer.

The State Treasurer has brought over all his volumes and part of the unbound records. Mr. Willard, Chief Revenue Clerk, successor to Mr. Winterhalter, seems very archives conscious. He has promised to transfer to the Archives proper a large number of early records, in addition to those already in the Archives. As soon as the records have been sorted and arranged in the Departmental Vault he has promised to take the Archivist to the vault to help him select those suitable for transfer. Probably all records prior to the Civil War, at least, will be transferred. Mr. MacDonald reports that the HRS inventory contains so many discrepancies as to be of little assistance. This is due to the fact that the labels on the backs of the volumes frequently bear little resemblance to the actual contents.

The Auditor of Public Accounts began transferring records to his vault on March 26th, starting with cancelled warrants. Several newspaper stories have been published about this transfer, which do not entirely agree with some of the things told the archivist. For instance, that certain records are to be given to the "Historical Library". Mr. Hardie has promised us the records of the old Board of Public Works (1837-50), which, by law, belong to the State Treasurer. It is probable, however, that these records will go into the Departmental Vault for the time being, at least. Mr. W. O. Roddy has succeeded Mr. John Novak as land record clerk. There is no discussion about transferring land records at this time.

Miss Keeler has also added some cabinets in the Drivers' License Vaults. The Secretary of State's Shipping Department also sent over some tally sheets to their vault.

There has been a gratifying spirit of cooperation and sympathetic appreciation of the problems involved in the transfers, on the part



of all state officials. If any friction has arisen, it has not been brought to the attention of the archivist. Mr. MacDonald deserves all the credit for the smoothness with which the Receiving Room is operating. His tact and cheerful, helpful disposition has gone far to smooth out possible points of friction. He should receive an increase in pay commensurate with the responsibility and hard work efficiently done, which he assumes.

#### Photographic Laboratory:

	<u>Exposures</u>	<u>Enlargements</u>
Senate Hearings (for Chicago Daily News)	300	
Copying legislative items on Lincoln		
perior from Newspapers in St. Louis		
under the direction of Dr. Pratt	550	225
Bookmobile pictures, for Mr. McCoy	3	8
Exhibit material for Mr. McCoy	32	32
Archives Procedure Pictures & Forms	18	38
	<u>903</u>	<u>301</u>

#### Staff Work:

Mr. Wetherbee has unfolded and arranged the pardon papers for the years 1856 to 1869. He reports finding another Lincoln item: "Among the 1859 papers, though belonging with 1860, I came upon another Lincoln item. With the pardon papers of Patrick Cunningham, on a letter to the Governor from B. S. Morris dated Chicago, Aug. 7, 1860, Lincoln added the following post script: 'I think it is almost always safe to pardon a convict, when, as in this case, the judge before whom he was convicted recommends it. A. Lincoln'."

Mr. Scott made name index cards for the session laws, public and private, of 1845 and 1847.

Mr. Heuy of HRS reports on translations as follows:

Virginia period	20 miscellaneous documents
(Page 43, Item 1)	
French Period	3 documents
(Page 41, Items 1 & 2)	
Marriage Contracts	12 documents
(1 list of same and 1 certificate of marriage.	
Marriage contracts contain 4 to 6 pages each)	
English Period	<u>2 documents</u>
	<u>37 documents</u>

Miss Boylan has been checking her translation of the Registre with the original copy. She says she has enough material to work on for the rest of the fiscal year.

Mr. Hington of HRS reports making short form calendars of Governor's correspondence, Jan. 1849-Jan. 1851; Jan. 1858-July 1863.

Mr. Hildebrand and Mr. Cullen of HRS report listing insurance reports in 175 volumes. The Insurance Department finds annual reports filed with it each year. These reports are not arranged alphabetically but according to type of insurance. As these volumes are about one half to two inches thick and about the size of a Rand McNally atlas, finding anything in them is a herculean task.

We are trying to get them numbered and indexed. Mr. Hildebrand, who has been on the project for three years, most of the time working directly with us, left to take a job in private industry on March 28th.

Mr. MacDonald has spent all his time in the Receiving Room and has done no repair work.

Mrs. Nelson has finished rechecking the filing in the Name Index. She is still working on the filing of corporation reports.

Mrs. McFadden is rechecking General Assembly files and is back to 1913.

Miss Nuess left on her vacation on March 14th. She is taking an extra two weeks' leave.

### Conference Room.

The Second Floor Conference Room was used by the Springfield Council of Education on March 4 and 18, and by the Illinois Church Council on March 11.

### Building Notes.

The old transfer drawers and filing cabinets formerly used by the archives have been traded to the Jefferson Stationers. They were worn out and of no further value to us.

### Exhibit.

A new exhibit was put up in March: "One hundred years ago in the General Assembly." This was similar to a similar exhibit two years ago, but rather less interesting because 1841 was somewhat less spectacular than 1839. "Bill" Day wrote about the exhibit in one of his columns.

Included in the exhibit were the following items:

1. Picture of old State House, then incomplete
2. Picture of Second Presbyterian Church in which the Senate met
3. Portraits of Lincoln, Governor Carlin, Secretary of State Douglas, Speaker Ewing and seven members of the General Assembly
4. A list of the members of the General Assembly, which includes nativity, age, number of years in Illinois, residence, profession, whether married, and politics
5. Census figures for Illinois in 1840
6. The apportionment act of 1841 with a map of present day legislative districts with 1841 districts superimposed.
7. The original House and Senate Journals
8. The governor's message describing the bankrupt condition of the state, the total debt being \$13,643,601.83, the annual interest, \$732,430.92
9. Report of the auditor of public accounts showing receipts of \$116,536.20, and a deficit of \$112,040.81 for the year 1840.
10. The appropriation act for the years 1841 and 1842
11. The act extending the charter of the State Bank despite suspension of specie payments (which automatically cancelled the charter). Lincoln's chief legislative activity at this session was a successful fight to save the bank.

12. Resolution demanding return of the capitol to Vandalia until the state debt was paid.
13. Act forbidding county collectors to speculate on state warrants. Speculators were buying up depreciated state warrants at market prices and using them to pay taxes, further depressing the value of state paper.
14. Joint resolution calling for a constitutional convention to frame a constitution which would prevent a recurrence of the state financial difficulties. This proposition was defeated at the next general election.
15. Judicial reorganization act. Circuit judges were abolished. Supreme court judges were required to do circuit work. Lincoln was one of those who signed a formal protest against this act, which allowed judges to review their own decisions on appeal.
16. Another view of the old State House.
17. Two shelves of 1841 Lincoln legislative items:
  - a. A summary of his legislative activities
  - b. House Journal opened to show the vote by which Ewing defeated Lincoln for speaker
  - c. Lincoln bills:
    1. Mill tax act, which finally paid off the state debt.
    2. Act permitting the citizens of Springfield to pay off the final \$16,666.66 of their pledge towards building the State House in internal improvement scrip (greatly depreciated in value)
    3. An act for the relief of William Wernwag
    4. An act supplemental to the Springfield and Alton Turnpike Co. charter
  - d. Lincoln resolutions:
    1. For an investigation of the cost of state printing, and Lincoln's report as chairman of the committee
    2. Referring so much of the governor's message as relates to fraudulent voting to a committee
    3. Requiring examinations for teachers
  - e. Lincoln's draft of notice to Senate that House organization has been completed.
18. 2 acts in relation to the completion of the Northern Cross railroad (the first railroad operated in Illinois)
19. Private capital taking over parts of the collapsed state internal improvement system. Acts in relation to
  - a. Southern cross railroad
  - b. Kaskaskia navigation co.
  - c. Des Moines rapids railroad co.
  - d. St. Clair county railroad co.
20. Charter of the Illinois Agricultural and Stock Association.
21. One case filled with acts relating to cities and towns:
  - a. Charters of Macomb, Galesburg, Vienna, Tremont, Rock Island
  - b. Amended charters of Kaskaskia, Belleville, Quinoy, Peoria, Beardstown, Jacksonville, Chicago, Carmi, Galesburg, Springfield
  - c. Name of town of Chatham changed to Sterling
23. Boom towns reverting to farm land. Act for vacating of town plats
24. New counties: acts creating counties of Grundy, Henderson, Kendall, Mason, Piatt, Richland, Woodford
25. Counties created but never organized: Allen, Okaw
26. Counties enlarged: Bond, Carroll, Stark

27. General act prohibiting excessive division of counties: 400 square miles the minimum size, county seats must be at least ten miles from the boundary lines
28. County seats located: Adams, Clay, DuPage, Franklin, Lake, Logan
29. New court house in Monroe County
30. M<sup>rs</sup> M<sup>rs</sup> at Nauvoo (several documents probably in handwriting of Joseph Smith)
  - a. picture of Nauvoo in the 40ies
  - b. charter of town of Nauvoo
  - c. Charter of Nauvoo house. Sale or serving of liquor prohibited
  - d. Charter of Church of Latter Day Saints (substitute bill passed)
  - e. Charter of Nauvoo Agricultural and Manufacturing Co.
  - f. Act providing for a notary public for Nauvoo
31. Miscellaneous documents
  - a. Petitions for a U. S. Arsenal at Rock Island; for Marine hospitals at Chicago and Cairo; for the abolition of West Point Military Academy
  - b. Remonstrance from a group of German residents against passage of act requiring them to become citizens if they wanted to vote
  - c. Act for leasing the Cahokia Commons
  - d. Act authorizing state to extend mortgages on canal lots in Chicago and Ottawa
  - e. Act authorizing free negroes to register with the circuit clerk.
  - f. Act leasing the Gallatin county salt wells to John Grenshaw
  - g. Act against cattle rustling
  - h. Act making the state treasurer supervisor over state insurance companies
  - i. Public roads code
  - j. School code
  - k. Resolution for limiting the president to one term. A Whig proposal which was promptly defeated, but interesting because of the similarity of argument to that used in the late campaign
  - l. Charter for the first bridge across the Mississippi river.

### Staff Notes

Mr. McGinness, substitute watchman for the Archives Building, an employee of the State Treasurer, has been replaced by Mr. Walter Donovan.

The archivist was invited to serve on two committees of the new American Association of State and Local History: namely, Membership Committee and Handbook Committee. She declined both of these as being in the proper province of Mr. Angle, who was appointed in her place.

### HRS Publications

The HRS publications received have diminished to a faint trickle. The only volumes which came over my desk during the month are as follows:

Alabama. Federal Archives  
 Department of War  
 Department of Commerce  
 Veterans' Administration

Maine. Town and city archives. No. 11. Piscataquis County, vol. 6, Brownville  
 New Mexico: Federal archives. Series 3. Department of Treasury. No. 30  
 Florida: Federal archives. Series 12. Veterans Administration  
 Illinois: Federal archives. Series 12. Veterans Administration  
 Minnesota: Report of the Chippewa Mission Archaeological Investigation

At least one other Illinois volume was published during the month. I understand that a change has been made in the routing so that the Illinois volumes go first to the Catalog Department. Publications from other states come to the archives first for our checklist, then sent to Miss Bowles for acknowledgment. Is that impression correct? I am confused about the procedure and the reasons for the change. If I understand it, the explanation for the few publications coming through is, that as we had anticipated, the new set-up is resulting in a marked curtailment of production, all over the country.

#### Reference Work.

Mr. Wetherbee reports an increase in the number of genealogical calls. We try to discourage this by encouraging patrons to use the Historical Library first. However, our name index is being used considerably, especially by the reference staff of the Historical Library. We do of course answer genealogical questions which can be answered through the use of state archives.

One master's thesis is being written here - a history of the administration of Governor Lowden. Mr. Witte, a teacher from Loami, is a student of Professor Werner of the University of Illinois.

Mrs. Stanley Hubbs who wrote the history of Williamson county, recently published, is now compiling a history of Jackson County, and has visited and writing the archives several times recently.

The centennial committee for Carlyle has written for material, also a student of Professor Andreas from Augustana College who is working with the Rock Island Centennial committee.

This is the centennial year for Grundy, Henderson, Kendall, Mason, Piatt, Richland and Woodford counties, also for Macomb, Galesburg, Vienna, Tremont and Rock Island. We should watch for opportunities for cooperation with centennial celebrations.

We have had a number of calls for the deeds and abstracts to state property since receiving them. Sample calls were: Director Osborne of the Department of Conservation who was checking as to whether the State owns the mineral rights under the Mt. Vernon game farm. Representative Outler who wanted the legal description for a site purchased for an armory site in Canton, but not used for that purpose. The Division of Waterways checked a legal description of a waterways base.

The Vermont Historical Society borrowed our album on archives procedure to show to the legislative committee considering an

archives section to their new office building. This album is to be returned before the meeting of county officials in Springfield the last of this month.

Mr. Dardan of the Alabama Department of Archives and History wrote a long letter asking advice about archival equipment and folders. Miss Nute of the Minnesota Historical Library wanted information about approved papers and inks, which specific information we were unable to supply.

Mrs. Green, through Mr. William Dodd Chasery, inquired as to the history of the portrait of Patrick Henry hanging in the Executive Mansion. Since we do not have the vouchers from the Auditor's office, it was impossible for us to give exact information, but the portrait is believed to have been one of the paintings hanging in the mansion at the time of Governor Russell's death, and sold to the state by his widow in 1885. The auditor has been asked to check this. Mr. Dodd also enquired about the history of the Washington and Lafayette portraits which formerly hung in the House of Representatives.

We had 29 reference room searches using records for non-official business, and 18 mail inquiries involving reference to the records. It is difficult to measure such reference calls statistically.

Respectfully submitted,

Archivist

ARCHIVES - DEPOSITS

Secretary of State. Accounting Dept.

189 vol. F

copy list and total No. of volumes,

55 vol. F

244

Secretary of State. Index Department

Constitution of 1870

Deeds and abstracts to state property 10 legal  
drawers

1 vol.

Private, general, special and judicial  
election records for 1940

4 legal  
drawers

This will cancel partial accessions  
of election returns noted in May 1940  
(104 documents) and Nov. 1940 (2  
drawers of Primary Elections). In  
other words, in totalling the number  
of drawers of election records we  
have, add "4 drawers" to the number  
reported as of Dec. 1939, instead of  
104 documents plus 2 drawers.

Secretary of State. Executive Secretary

Correspondence re appointments, 1920-32 1/3 drawer

Perry County. County Clerk

Tax Records

30 vol.

14 1/3 drawers

275 vols.

March 1941

ARCHIVES - REFERENCE

Secretary of State

Bookkeeping Department	3
Corporation Department	
Index Cards	15
Reports	35
Executive Department	
Official Bonds	2
Notary Bonds	6
Executive Register	4
Index Department	
Election Returns	31
Deeds to State Property	5
Securities Department	
Closed Cases	4
Census Records	6
General Assembly	22
Perrin Collection	1
Governor	
Lewden Correspondence	3
Treasurer's Records	3
Historical and Genealogical Calls	25
Mail Inquiries	18
	<hr/>
	163



ARCHIVES - CATALOG DEPARTMENT

Catalog Cards:

\*Made by General Cataloging Department 32

Made by Archives Cataloging Department 44

Name Index Cards:

(1843 Session Laws)

822  
866

\*Duplication of Cataloging Department Statistics. Not to be counted in Archives Statistics.

## ILLINOIS STATE LIBRARY

### Archives Division Report for April 1941

#### Accessions.

There were no accessions of importance in April. A few miscellaneous documents concerning the 1940 elections were received, but this does not change statistics previously reported - namely, 4 drawers for 1940. 26 documents relating to the supreme court election of 1941 and 1 document relating to a supreme court election in 1933. Several miscellaneous documents belonging with the deeds and abstracts to state property were also turned over. This does not add to the total statistics for the series. The Department of Agriculture sent over the premium awards for the State Fair for 1938 and 1939, 2 bundles.

#### Departmental Vaults.

The Auditor of Public Accounts has finished moving in his records: 15,000,000 cancelled warrants and 2,885 volumes. Mr. MacDonald reports, "This number includes 1,608 small books, i.e. field notes from surveyors, remainder consisting mainly of warrant ledgers and journals." These are not the most important records in the Auditor's office. It will be recalled that when we checked with Mr. Hardie the archivist remarked that he was getting authorizations for more material than would go into the vault. To this Mr. Hardie replied that he had checked with Mr. Henderson and there would be room for all the older records except the land records. When the final blue print for the layout came practically the whole vault was equipped for cancelled warrants, to bring them practically up to date. There was a show of surprise from the Auditor's people who said they had understood equipment was to be ordered for vouchers and more volumes. This was insincere. From things Mr. Novak said before he left, the archivist got the impression that the Auditor intends to try to get a second vault on the plea that one is insufficient to care for all his important records which should be in the Archives building. The archivist's only reply to this feeler was, "There is plenty of room in the archives vaults. I have no jurisdiction over assignment of departmental vaults." It is a guess, but only a guess, that the old board of public works records, of absolutely no value to the auditor, may come to the archives, just to get them out of the way. Mr. Novak's successor is Mr. W. O. Roddy.

The State Treasurer's office resumed moving into their vault and put the last of their records in the fumigator on April 28th. They had to stop, <sup>earlier</sup> because the installation was incomplete.

Mr. Blood furnished four or five workers to assist in the transfer of records and the auditor hired two white men for the actual trucking of records. Mr. Malloy was unable to furnish men steadily and the men he sent were very poor workers who could not or would not keep up the necessary pace. Our rules

and regulations provide that the costs of transportation shall be met by the department, and we shall have to enforce that. The suggestion for hiring the movers came from the auditor's office.

Mr. Herrington of the Department of Mines and Minerals complains that the architect substituted map drawers for the plan drawers requested, and that these map drawers cannot be used because they are too shallow front to back. Mr. Herrington understands that this is a matter between him and the architect, and did not seem to feel that the State Library was in any way responsible. This is just one more example of a substitution to avoid making dies for something not in stock. The architect was probably told that "plan files are obsolete", the usual statement in such cases. The proposed substitution was never mentioned or hinted at in any way to the archivist, nor was she asked for advice.

#### Staff Notes.

Mr. Ingells, one of the watchmen, was operated on last week while vacationing at Excelsior Springs, Missouri. He is convalescing and will be home in another week.

The janitors have been furnished with uniforms bearing the name "Secretary of State". These are decidedly unattractive and look hot.

#### Archives Building.

The staff workroom has been moved to the third floor. The Illinois Documents Department is to be moved to the Archives Building. Mr. Wetherbee is retaining his office on the first floor. The first floor workroom has been equipped with shelving for the documents now in the Centennial building on the level back of the loan desk. The first level of the archives vaults will be used for old exchange material and the sixth level used for duplicate copies. For the time being the "document archives" will remain in the special vault, decision as to final disposal to be made later.

The removal of the staff is working out well. While supervision is more remote, and not having direct access either to the freight elevator or to the vaults is inconvenient, there are other compensations. Of these the greatest, perhaps, is that the public does not see apparently unoccupied desks. Frequently, although every member of the staff is at work, their duties take them away from their desks for long periods. Sometimes the departmental clerks read while awaiting calls from their office, and that looks bad. Rest periods for the Survey workers also gave the impression of idleness. Somehow the third floor room looks more like a business office and seems to have that psychological effect.

Additional shelves have been added in the Photographic Laboratory Dark Room.

#### Staff Work.

Mr. Wetherbee spent most of his non-reference work time on the deeds and abstracts to State property. He has unfolded them

and placed them in folders, using temporarily the old file marks used by the Index Department. The next step will be to list the contents on each folder, then to devise, if possible, a better filing and index system.

Mr. Scott has finished indexing the names in the session laws, covering the years 1841 to 1849. His slips have not all been revised as yet. He is now indexing the names in the Auditor-Treasurer account books for the years 1813-1820,

Mr. Hington has made short form calendars for the Governor's Correspondence for the period June 1863 to December 1865.

Mr. Houy has translated 27 French marriage contracts and 1 marriage certificate from the Perrin collection.

Mrs. Nelson is still filing corporation reports and records.

Mrs. McFadden reports "checking, indexing, making corrections and typing folders for General Assembly records. Indexing and typing cards for 1840 census.

Mrs. Reeder and Miss Nuess have also typed a number of census index cards. Their work does not show up statistically until the cards have been proofread, counted and prepared for filing, which takes almost as long as the typing.

Mr. Hildebrand and Mr. Cullen listed the contents of  $\frac{1}{2}$  112 volumes of insurance reports. Mr. Hildebrand left the project for private employment early in the month, and Mr. Cullen has been helping Mr. MacDonald the last two weeks.

#### Photographic Laboratory

	<u>Exposures</u>	<u>Enlargements</u>
Bookmobile picture (on cards)		
For Mr. McCoy		60
1st Constitution (on cards)		60
Lincoln document (for archives)	3	6
Contract prints (Illinois Libraries)		
For Mr. McCoy and Miss Long		80
Exhibit	114 119	40 248

Mr. Hanson also spent two and a half days on the exhibit for the county officials. Particularly successful was a series of about thirty explanatory signs posted in various parts of the building. These were typed on catalog size and enlarged to correspondence size. It occurs to me that similar signs could be made and used in a number of places and for a number of uses around the library and particularly the loan desk, relieving Carl Giganti of a rather heavy burden of lettering.

#### Illinois Association of County Officials.

The county officials of Illinois held their annual convention in Springfield April 22 to 24. On invitation by Mr. Hughes an open house was held at the Archives Building on Wednesday April 23. Between 75 and 80 came that afternoon and several the next morning. Each was handed two mimeographed sheets, one describing what they would see in the building, the other a "Statement of Policy with

Respect to County Records."

Red arrows directed them from one section of the building to another. They were shown the rooms on the first and basement floors. Various members of the staff, assisted by the Misses Bailey, Rabjohns and Scheffler, were spotted through the building to explain their work. Mr. Wetherbee and Miss Norton were in the vault to explain the most technical physical features of the building. As usual, Mr. MacDonald's mending demonstration elicited the greatest interest. Unfortunately the girls in the mending room had left before most of the people got there.

Mr. Hanson prepared an interesting wall exhibit in the photostat room. We showed a number of photographs of court house fires and he made half a dozen signs showing arguments for microphotographing county records, and used streamers of film as decoration.

Mr. McCoy, Mr. Giganti, Mr. Hanson and Mr. Helm collaborated with us in designing two posters to be kept in the Photographic Laboratory. One of these is headed "Microphotographic and Archives", the other "Microphotography and Libraries". The library poster is not yet completed. The archives poster is laid out as follows: In the center is an outline map of Illinois on which is superimposed a tiny cut-out photograph of the Archives Building. This is captioned: Centralization of Research Materials. Below this are pictures showing the filming of records and reading machines. At the bottom center is a photographic copy of the law authorizing county officials to record documents photographically. The left hand column illustrates the insurance angle, but a series of 4 x 5 photographs: fire (The Brown Co. court house fire), decay (a photograph of our "horrible example" document, and war (pictures of the Louvain library). The right hand column illustrates archival applications: reduction in bulk (several volumes of election records with film copies in contrast), saving time in note-taking (Mr. Wetherbee holding a document which Dr. Pratt is copying) copies of privately owned documents and detecting forgeries (the last two illustrated by copies of Lincoln material from a Huntington Library book.

#### Reference Work.

On April 28 the Illinois State Library collaborated with the University of Chicago study of library service. A report on the archival activities for that day has been reported upon separately.

Among other non-routine reference calls have been material for centennial celebrations in Clinton, Rock Island and Grundy counties; a check up on material on the 1917 State Council of Defense by the Governor's office; graduate students doing theses at the Universities of Illinois (Gov. Lowden), Northwestern ("Uncle Joe" Cannon) and Wisconsin (Richard Yates). The deeds to state property have been in very frequent use. Several questions on archives technique have come in: how to deal with termites in books; to whom the relics of a discontinued GAR post should go (the law says to the Adjutant General); a request for the "Archives and Libraries" article from the Blue Book; advice to Columbia University re a proposed course on historical library training; advice on best filing system for a name index in the Iowa archives. The usual number of genealogical and miscellaneous questions also came in.

Visitors.

Aside from the county officials association, the largest group of visitors was the University of Illinois Library School students - thirty-two of whom visited the State Library on April 7th.

The register shows visitors from Idaho, Kansas, Washington, D. C., Ayrshire (Scotland), California, Louisiana, Wisconsin and 60 Illinois towns and cities.

Dr. Arthur J. Larson, Superintendent of the Minnesota Historical Society, spent the morning of April 30th at the Archives Building. He was taken through the building and discussed numerous technical problems with the archivist. The Minnesota Historical Society is authorized by law to do archives work but up to now has had neither physical facilities nor staff to do much work along that line. Dr. Larson is making plans for a drive for the establishment of an archives department similar to our own.

Miss Keaton of the Illinois State Normal University on April 30th brought in a group of fifteen students, members of the University League of Women Voters. This club also came last year. Several of the students work with Miss Welch in the University Library and asked many questions. This was one of the most interested groups which has gone through the building in recent months.

The State Library Advisory Board Room was used four times during the month.

Respectfully submitted,

Margaret C. Horton  
Archivist

ILLINOIS STATE LIBRARY  
ARCHIVES DEPARTMENT

REFERENCE SERVICE ON APRIL 28, 1941

This day brought fewer calls for service than for some time. Archives reference falls into the following categories:

1. Issuance of passes to Departmental Vaults. These vaults are under the jurisdiction of the respective departments to which they have been assigned, and the archives staff does not service the semi-current records filed therein. We merely keep a record of entrance and exit, similar to that kept by a bank's safety deposit box department. Keys to departmental vaults were issued 6 times - to clerks in the offices of the Secretary of State's Executive Department, Department of Registration and Education, State Treasurer and Auditor of Public Accounts. Miss Cronin of the Department of Mines and Minerals visited the vault belonging to that department to plan for transfer of records.
2. Reference to documents in the archives vaults by state officials, usually referred to as "routine departmental calls". For instance, during election campaigns we have many calls for election records; just before and just after corporation tax time (February 1st) we have many calls for corporation records. Recently we have had a number of calls relating to land titles in the southern Illinois oil field. Director Osborne of the Department of Conservation checked the deed and abstracts to the state game farm at Mt. Vernon to find out whether the State owns the oil rights beneath the farm. There was no mention of mineral rights, which implies that they were not reserved at the time of sale to the State.

The Secretary of State's Corporation Department consulted two annual corporation reports. We do not question departmental clerks as to the purpose of their consultations of records formerly in their own department as this use is frequently confidential.

The Secretary of State's Index Department asked for the number of pages in two enrolled laws, as a basis for estimating the fee for certified copies. Mr. Butler of this office filed 6 recent judicial election documents in the archives.

3. Non-routine reference work with people who come to the Archives Building.
  - a. Thesis research work. Graduate students from Illinois, Northwestern and Wisconsin universities are using the archives at the present time, but none happened to be in on April 28th.
  - b. Genealogical inquiries. Because the Illinois State Historical Library specializes (among other things) in this field, the Archives Department of the State Library does only such genealogical reference work as can be answered from its name index and reference to state census schedules on file. The name index contains over 200,000 cards listing every name found in state archives (so far as the indexing has gone)

before 1850. There is one card for each reference, and this card contains a digest of any biographical information given, thus avoiding direct reference to the documents themselves. There was one call for this material on April 28th. Mrs. Effie Sowers of Spokane, Washington wrote, "Can you advise me if the Illinois records of 1813 and later contain the name of Garland Overton or his family. He may have been in Cook County, but left Clark County, Kentucky sometime after 1813. He was a soldier of the War of 1812 and was taken prisoner at one time. I would like to get data on his ancestry if possible..." The only card we found was for G. W. Overton who was commissioned justice of the peace on November 28, 1849. State records contain very little information of interest to genealogists. They do help to locate the counties in which individuals lived and to list offices which they may have held. Occasionally an election contest record or some other document will give a full biographical note, but such instances are rare. County records are of more value for the study of family history.

e. General historical reference.

Centennials bring calls for illustrative material. The photographic laboratory made copies of the enrolled act creating Grundy County and of the petition to the General Assembly for its establishment. When completed these copies will be sent to Mr. August B. Black of Morris, a member of the Grundy County Centennial Committee. Miss Harriet C. Kahlert, of Chicago, chairman of the Centennial Committee on the Carlyle Presbyterian church in Clinton County sent a list of names of early members about which she wanted data, also asked if we have a file on Carlyle as a town from the days it was called Hill's Ferry. Mr. Wetherbee gathered the material for our reply, but Miss Kahlert came in before the letter was dictated. She used the Clinton County census for 1840 also.

Mr. Erickson of the Legislative Council brought in a letter asking for a synopsis of the debates on alien voting which took place during the Constitutional Convention of 1847. We have both the original and printed copies of these debates. Mr. Erickson remarked that he thought the history of alien voting would make a good article and that he might write one some time. He checked the card catalog and discussed source material with the archivist, but said he had time for the present just to check the 1847 debates.

Edward Grampp of Princeton, Illinois, asked for a bibliography of early laws relating to Bureau County. Since we have an index to session and enrolled laws for each county, compiled by the Index Department many years ago, we were able to give him this information. He did not state the purpose of his investigation or ask to see any other documents.

Two women came in asking how to get in touch with a Mr. Ryerson, who was located for them as an employee of the Division of Juvenile delinquency.



Mr. Bour, who is preparing the departmental histories to accompany the Historical Records Survey inventories of State records, used several volumes of early printed legislative reports.

Mr. Bolt, an employee of the Economic Survey of WPA spent some time looking up material in the Name Index.

4. Advise on problems connected with archival technique.

A sight-seer, who did not give his name, asked Mr. MacDonald how to preserve some Confederate money. Since he wished to display it in his home, and wished to do the work himself, Mr. MacDonald suggested that he place it between glass, sealed with Scotch tape, and showed him how to do it.

Mr. Mang, director of the Iowa State Archives Survey, on behalf of Mr. Mahannah, the archivist, who is ill, wrote: "We are about to alphabetize some 2,000,000 cards of the 1915 census, and have been considering the Russell Soundex System. We recall at the time of our visit in Springfield you mentioned a few weak points in this system, but we are unable to remember exactly what they are..." In replying we recommended that he consider the newer Thatcher system which is based upon an etymological study of surnames. He was given the address of the Chicago Filing Bureau which sells this service. A note of sympathy was also dispatched to Mr. Mahannah.

#### Miscellaneous staff activities

The Receiving Room staff put into the fumigator the last of the records being transferred from the State Treasurer's office to his departmental vault. The Treasurer's clerk in charge of moving sent by Mr. MacDonald a list of supplemental records for the transfer of which he requested authorization. Two of these records were volumes which had been promised for the archives proper. The other records had been marked "No" when the archivist had checked with the former State Treasurer. He had said these records were of secondary importance or temporary in nature. Since equipment had been ordered sufficient only for the authorized records, and since the small remaining space would be needed for expansion in the authorized series, the archivist sent back word verbally that she could not authorize the proposed new transfers without further personal discussion; they told Mr. MacDonald they would not ask to transfer those records for the present.

Mr. MacDonald also made arrangements for the transfer of the rest of the records authorized to come into the vault of the Department of Vital Statistics.

Miss Nuess of the secretarial staff finished indexing the 1855 state census volume for Clinton and DeWitt counties. Mrs. Reeder and Mrs. McFadden also worked on census indexes on April 28th. Mr. Scott was indexing the first volume of territorial auditor-treasurer records, 1813-20. Mr. Wetherbes checked in and cataloged some Historical Records Survey volumes.

Mr. Primm from the Society for Visual Education interviewed the archivist about their new microfilm reading machine which A.L.A. is sponsoring. This sells at \$57.50 and he would be willing to place one in the archives on approval. He was told that such matters would have to be discussed with the assistant state librarian. He was interested in seeing our photographic laboratory and wondered how and to what extent the State Library could and would cooperate with the Society in the preparation and distribution of educational film. He will return at a later date to interview the assistant state librarian.

The archivist was solicited for purchase of a ticket for a benefit to raise money for the new C.I.O. library on labor, being established in Springfield.

The letters received were as follows:

1. From Argentina (in Spanish) asking for publications and information helpful to the archivist of Argentina.
2. A Canadian bookseller's list.
3. From the National Archivist: "A tentative bibliography on the conservation of cultural resources in times of war".
4. 2 letters for Mr. Wetherbee as secretary to I.L.A.

Tourists are not admitted beyond the reference room. The exhibits in the Museum off the lobby are changed frequently. The present exhibit is entitled "One hundred years ago in the General Assembly". Items of especial interest are Lincoln documents, Mormons in Nauvoo, enrolled laws creating 6 new counties in 1841, the 100 year old city charters, etc. Individuals can generally be found examining these documents at all times of day, and April 28th was no exception. No count is kept of the number of visitors to the building, except that those who wish to do so may sign the register. 10 persons signed on April 28th, but this was probably not 25% of the total number of persons who came into the building.

The citizens' committee to interview Governor Green as to his attitude towards the Illinois Library Association's legislative program held a preliminary meeting in the State Library Advisory Board room. Later the State Library staff attended an informal reception in their honor in the Centennial Building.

Respectfully submitted,

Margaret C. Norton  
Archivist

April 18, 1941

Report on Shelving for Illinois Documents

Capacity Level 1	152 sections, 8 shelves each,	1216 shelves
Capacity Level 6	220 sections, 8 shelves each,	1760 shelves
Capacity Level 9	218 sections, 8 shelves each,	1744 shelves
		56 sliding shelves

Shelving now used for duplicates on Level 9 475 shelves

Number of empty shelves available

Level 6 148 shelves

Level 9 63 shelves

Levels 10 & 12 903 shelves

~~1204~~

~~1204~~

~~1678 shelves~~

~~1744~~

65

These are shelves not now in use. Sufficient shelves from other levels can be found for temporary use.

We have a number of free standing ranges, but as these are bolted in place to uprights and walls, so that it would probably be more satisfactory to purchase new ones.

There are a number of newspaper volumes on level 6 now, also some miscellaneous files.

Level 1 would be a more convenient location for Miss Bailey if it would be large enough.

# Public Documents in Archives Vaults

## Capacity of Level 1

7 Bays of 6 sections	42 sections	
Minus	<u>1</u>	
	41	
6 Bays of 8 sections	48	
2 Bays of 2 sections	<u>4</u>	
	93	93 sections
Can insert free-standing ranges:		
8 ranges of 6 sections	48	
6 ranges of 8 sections	<u>48</u>	
	96	
Minus	<u>3</u>	
	93	
		<u>69</u>
		152 sections
		8 shelves each
		<u>1216</u> shelves

## Capacity of Level 6

12 Bays of 6 sections	48	
7 Bays of 8 sections	56	
2 Bays of 2 sections	<u>4</u>	
	108	
Minus	<u>4</u>	
	104	104 sections
3 free standing ranges of 6 sections	18	18
Can insert free standing ranges:		
7 ranges of 6 sections, Minus 2	40	
7 ranges of 8 sections, Minus 2	<u>54</u>	
2 ranges of 2 sections	<u>4</u>	
	98	
		<u>98</u>
		220 sections
		8 shelves each
		<u>1760</u> shelves

Capacity of Level 9 same as 6, except that there are  
4 sliding shelf units of 14 shelves each in one Bay,  
reducing the number of sections by 2

Subtractions due to ventilators, doors, telephone tables, etc.

## **Report on Filing Equipment**

**The Department of Registration and Education has released to us the following correspondence transfer drawers, our property, now on Level 8:**

**29 Art Metal correspondence size**

**2 Shaw Walker**

**On Level 11 I found 6 All American legal size transfer drawers which were missed in the previous count.**

**ARCHIVES - ACCESSIONS**

**April 1941**

The accessions noted in the body of the report do not add to the total number of drawers reported in previous statistics.

# ARCHIVES - REFERENCE

April 1941

Constitutional Convention of 1847	1
Secretary of State	
Bookkeeping Department	1
Census Records	
Corporation Department	
Fee Book	1
Index Cards	14
Issuance of Stock	1
Reports	69
Executive Department	
Executive File	3
Governor's Proclamations	1
Land Records	2
Notary Bonds	6
Official Bonds	4
Trade Marks	4
Index Department	3
County Indexes	3
Deeds to State Property	5
Election Records	11
Enrolled Laws	44
Securities Department	
Closed Cases	2
General Assembly	13
Governor	1
Correspondence	3
Miscellaneous	4
Genealogy	1
Lincoln Records	1
Black Hawk War Records	1
Mail Inquiries	28

**ARCHIVES - CATALOG DEPARTMENT**

**April 1941**

Made by General Cataloging Department	0
Made by Archives Cataloging Department	
H. R. S. publications	47
Index cards	0



## ILLINOIS CONSIDERS SINGLE UNIT FOR ALL HEALTH DATA

The Illinois Department of Public Health is considering integration of all statistical services into a single administrative unit, which will provide basic analyses for a rapidly expanding health program, according to Dr. Richard Ledgerwood, Acting Chief, Division of Vital Statistics of Illinois

The three-way proposal includes administrative reorganization now awaiting clearance; expanding services, contingent upon enactment of adequate legislation and appropriation of necessary funds, and technical implementation.

The program was advanced when Governor John Stelle, on December 30, signed a sponsorship agreement with the Work Projects Administration for a project to prepare master indexes of all vital statistics records in the State.

### New Division Created

The administrative reorganization calls for merging the Division of Vital Statistics and the tabulating unit and statistical section of the general office. The new Division of Public Health Statistics would be divided into six sections: general, special agency, technical implementation, registration, tabulating, and analysis.

The analysis section "will coordinate all research activities undertaken by the Division for the benefit of such specific programs as those of venereal disease control, pneumonia control, and dental health education and in behalf of such general measures as public health instruction," according to the plan.

"Expanded services" listed include proposals -

1. To develop objective, periodic ratings of the effectiveness of public health programs in the State and in subordinate jurisdictions.
2. To study provision of new services, such as special machine-listed registers, for child, industrial, and mental hygiene; public health nursing, dental health education, local health administration, communicable disease control, venereal disease control, and pneumonia control.
3. To prepare media for the collation of case information on pregnancy, fetal death, live birth, neonatal, infant and maternal mortality, entailing the routing utilization of laboratory reports of prenatal blood tests for syphilis and birth, death, and stillbirth certificates.
4. To study the practicability of multiple cause of death tabulations and inclusive communicable-disease or preventable-disease supplementation on accessory condition.
5. To plan inclusion of local health officers in the field registration system.

6. To submit recommendations for the integration of morbidity registration with registration of births, deaths, and stillbirths.

7. To propose appropriate measures, such as confidential medical certification of cause of death, for severing the legal from the statistical and auxiliary portion of birth, death, and stillbirth certificates and adoption, legitimation, marriage, and divorce returns.

8. To recommend measures for evolving adequate occupational mortality statistics.

#### **Master Index Planned**

Technical implementation for the program will include creation of a master index and corresponding local indexes for the 4,000,000 legal records of birth and the 3,500,000 death and stillbirth records on file throughout the State. It is estimated that in terms of savings on necessary operating expenses for searches and the like, the birth index can be expected to pay for itself every 13 months.

A historical collection of the public health statistics of Illinois, including a microfilm library of scarce items, also is planned.

The publication program as presented will include releases emphasizing the pivotal character of birth and death registration, a new bulletin series, a printed volume carefully describing actual operating procedures, and an extensive monograph on the demography of Illinois digesting data on housing, land use, fiscal resources, historical records, and public health.

Printed in:  
The Registrar  
Department of Commerce  
Bureau of the Census  
Volume 6 No.1  
January 15, 1941  
Washington, D. C.  
p.3

ILLINOIS STATE LIBRARY

ARCHIVES DEPARTMENT

REPORT FOR MAY, 1941

Accessions.

The only archives accession for the month was volume two of Mortality Statistics of the 10th Federal Census for Illinois, 1880. This volume was missing from the schedules filed with the State Library by the U. S. Census Bureau over twenty years ago. It turned up in the Iowa State Historical Society, which offered it to Mr. Angle who in turn asked to have it sent to us.

Other volumes which are missing from the set are as follows:

9th census. 1870. Industry, vol.2, M-Z  
Mortality, Vol., A-K

10th census. 1880. Defective, dependent and delinquent classes. vol.1, A-F

These volumes also are probably hidden away in some other institution which does not know it has them.

The State Tax Commission sent in the data on local finance collected, by their WPA project, from county archives. There may be some question as to the permanent value of the collection, but since it is transcripts from county records of a date more recent than any we would copy on microfilm, it seemed advisable to accept it. The University of Illinois Political Science Department is interested in the material and may want it if we decide it is non-archival. The archivist has not yet examined the documents as they are just being checked in.

Departmental Vaults.

The Auditor and Treasurer finished moving into their vaults, and the Superintendent of Public Instruction moved a few more records into their vault. The Treasurer is having a new inventory made, and intends to transfer to the archives vaults most if not all dated before 1860. It proved impracticable to separate out such volumes at the time the departmental vault was filled, because of the indescribable confusion of titles and shelving.

The past two weeks the Receiving Room has been busy with the moving of the Illinois documents into the Archives Building.

On May 1st we sent April pass slips to the various departments as follows:

Public Health - Vital Statistics	20
State Treasurer	14
Teachers' Pension	1
Shipping Dept.	1
Securities Department	1
Rehabilitation	5
Supreme Court	2
Registration & Education	41
Public Instruction	2
Insurance Department	9
Index Department	14
Executive Department	48
Auditor's Office	<u>44</u>
	202

Because of the large number of keys kept at the Reference Desk, and the desire of the departments to have their own keys, we had hoped to install the time stamp in the elevator and so operate the Department Vaults according to the original plan. However, the electrical operation of the elevator, which now uses both AC and DC current makes it impossible to use the time stamp in the elevator at present. Mr. Darby says changes contemplated will make it possible to install the time stamp in August or September, so we will get along on the present plan for a little longer.

#### Staff Notes.

Mrs. Florence McFadden underwent a major operation on May 7th. She returned home the last week in May but is still unable to work.

Mrs. Anita S. Reeder took an indefinite leave of absence beginning May 21st.

Mr. Scott had a minor throat operation on May 16th but only lost a half day.

Miss Nuess lost an aunt and attended the funeral at Milwaukee on May 19th.

#### Photographic Laboratory.

Mr. Hansen has spent about half his time at the Reference Desk, substituting for Mrs. McFadden. He has been

unfolding documents. This came at a slack time in the laboratory, due to the exhaustion of funds for photographic supplies. Dr. Pratt of the Abraham Lincoln Association supplied us with some paper since we have over a period of years donated copies of a large number of documents to the Association.

The report from the Photographic Laboratory is as follows:

	Exposures	Enlargements
Deeds to State property. For State Highway Department -	24	48
Grundy county Centennial Committee: Petition for county -	15	17
French records for Miss Boylan -	4	4
Art pictures for Art Dept. -	3	3
Contact prints of court house plans, Mr. Blood -		18
	<hr/> 46	<hr/> 90

#### Staff Reports.

Mr. Wetherbee has finished unfolding, filing and indexing the deeds to State property, which are now in the safe.

Mr. Hington has made short form calendar entries for the Governor's correspondence, Dec. 1865 to Dec. 1866.

Mr. Houy translated 25 documents from the Perrin collection.

Mrs. Nelson filed in 3,300 name index cards, finished filing in the new corporation index cards, and has filed through the letter "S" in the corporation reports.

Mr. Scott is indexing the Territorial Treasurer's records. He finished indexing the Session Laws for names through 1849, as far as we shall go.

The archives cataloging has been resumed and substantial progress made. An account of the imminent consolidation of the archives and general reference department collections of public documents, it seems desirable to concentrate upon the revision of the General Assembly cards. We do not propose to duplicate in the archives catalog, the Illinois documents catalog. However, where a manuscript in the archives has been printed, it is desirable to bring that out in our catalog, to direct use to the printed in preference to the manuscript copy. Consequently, our catalog contains thousands of analyticals, particularly for the General Assembly records. Fortunately, no archives call numbers have been used for our printed material. It might be good exercise for a new cataloger to add the State

Library call numbers to our cards. Since the indexing of House and Senate journals was not yet completed when the archival cataloging was suspended several years ago, there is about another month's work to be done on the General Assembly section of the catalog. Statistics will be found in the Statistical section of this report. Since this is a recataloging, the number of withdrawals is almost as great as the number of new cards. It is quicker and neater to retype cards than to change subject headings and make other improvements on the old cards.

### Visitors.

On the request of Mr. Irving Dillard of St. Louis, the archivist conducted the William Clark Club of St. Louis through the Archives Building on Sunday morning, May 4th. This group of about 25 prominent citizens of St. Louis, makes an annual historical pilgrimage each spring. This year they visited Springfield and New Salem. The group included the director of the St. Louis Art Museum, a dean from Washington University, several architects, several newspaper men and persons of like caliber. They plied the archivist with questions and seemed very much interested.

Miss Lannon and Miss Connor, students of the Rosary College Library School, here on a field visit, were taken through the building on May 5th and spent the afternoon of May 9th with the archivist who endeavored to explain the differences between archives and libraries, and to show them processes which would have a library application, such as in document cataloging, how the archives implements research, etc. Mr. MacDonald gave a demonstration of mending which interested them very much.

The Springfield Education Council met twice in the Conference Room.

Visitors registered from 41 Illinois towns and 8 states: Indiana, Missouri, Nebraska, Kansas, Iowa, Texas, Arkansas and Minnesota.

### Staff Manual.

For some time we have felt the need for a descriptive statement of the organization of the Archives Department of the State Library - something less detailed than a staff manual, but supplemental to our archives album. This could be used to introduce new staff members of the State Library to our work, or lent to other states which are interested in establishing archives departments. Because the staff has been so short handed this month, it has been necessary for the archivist to arrange her work so that she would be available for help to the reference room. Advantage was taken of these periods to make a start at compiling such a manual. A very tentative draft is submitted as a supplement to this report. Comments and criticism are requested.

### Reference Work.

Reference work has been largely routine this month. Dr. Pratt, secretary of the Abraham Lincoln Association, has spent most of his time here this month. He is working on the 1834-41 period for the "Lincoln Day by Day" volume, the period of Lincoln's service in the General Assembly. He is particularly appreciative of the close indexing of legislative papers.

Copies of our publications were sent to Mr. Rolando Dorcas Berro, archivist of Argentina, and he was placed on the mailing list for Illinois Libraries. Mother Rita of the Springfield Junior College was kind enough to translate his letter for us.

Professor Roy Nicholls of the University of Pennsylvania is chairman of a committee trying to put the Pennsylvania State archives (a part of the State Library) on its feet again. Material was sent him on request, which might be helpful for publicity.

Mr. Robert Slover, regional director of the Historical Records Survey for the West coast, wrote that the county clerk at Salt Lake City who is one of those active in working for a Utah archives would stop here on his way to or from a convention in Louisville. However, he failed to come.

A copy of the catalog rules was sent to the New Jersey State Library on request.

Mr. Herb Roth, county clerk of Marshall County, wrote asking copies of recent legislation on vital statistics and marriage. Dr. Woodruff was appealed to for the first and Mr. Vogel for the second request. Mr. Vogel says it is necessary to charge for copies of unpublished bills and could not let us make the copy over here. Through Miss Bailey, we were able to secure a printed copy of the bill as introduced and two of the three amendments. We are now trying to find a copy of the first amendment. This request confirms Mr. Blood's statement that county officials desire bulletin service on pending legislation of interest to them. A full time archival field agent could prepare such bulletins.

Assistance was given centennial committees of Rock Island and Grundy counties.

### Illinois Documents Department.

The Illinois Documents Department, a section of the Reference Department of the State Library, is now moving into the Archives Building. This department will occupy the east room on the first floor and two vault floors.

Respectfully submitted,

Margaret C. Norton,  
Archivist

Archives - Accessions

May 1941

10th Federal Census for Illinois, 1880

1 volume



Archives - Reference Calls

May 1941

General Assembly	100
Senate Journals	3
Governor	
Correspondence	1
Insurance Department	
Reports	1
Secretary of State	
Accounting Depart.	3
Census records	2
Corporation Department	
Daily record of Incorporations	1
Index cards	17
Reports	130
Executive Department	
Executive file	1
Land Records	3
Notary Public Bonds and petitions	5
Trade Marks	5
Index Department	
Deeds to State property	16
Elections	3
Enrolled Laws	32
Index to county laws	1
Securities Department	2
Fayette County Records	10
Genealogical Calls	7
Lincoln Volume	1
Mail Inquiries	25
<b>Total</b>	<b>369</b>

ARCHIVES. CATALOG DEPARTMENT

Catalog Cards Made by

Catalog Department 52

Archives Department 23

HRS check list

Archives Cataloging

Series 63

Cards 449 }

Withdrawals 141 }

Net 308 308

Name Index

County Cass Census, 1845 4860

1841 Session Laws 746

1849 Session Laws 300

Total 5906

# ILLINOIS STATE LIBRARY

## Archives Department

### Report for June 1941

The Archives department operated on such a small staff in June that there is little to report for the month. Mr. Wetherbee, Mr. MacDonald and the archivist were away half of the month each; Mrs. McFadden, convalescing from an operation came back for only part time the last two weeks of the month; and the vacancy caused by Mrs. Reeder's leave of absence was yet unfilled. Except for the following brief notes, and the statistics, this report will be confined to the Archivist's summary of the A.L.A. conference which she attended in Boston June 19-26. The July report will cover other items.

#### Staff Notes.

High Manley, a janitor in the Archives Building for over three years, has been transferred to the State House. His place has been taken by Willis Douglas.

There have been several changes in relief watchmen. The present regular relief man is a Mr. Evans.

Miss Mary Elizabeth Beard, formerly in the Automobile Department, was appointed secretary to the archivist, succeeding Mrs. Anita S. Reeder who is taking a year's leave of absence.

#### Archives Building.

The Illinois Documents Department of the General Reference Department finished moving into the first floor workroom. Keys to the vault and workroom were issued to Miss Bailey.

The Conference Room was used June 4th by the Legislative Committee on the library Relief Bill.

#### Reference Work.

Temporary vault permits were issued to two H.R.S. workers to check the lists of Cook County officials.

The Abraham Lincoln Association published another volume of its "Lincoln Day by Day" series, covering the years 1809-1839. The "compiler's note" (by Harry E. Pratt) states, "Miss Margaret Norton, State Archivist of Illinois, and an authority on Lincoln's legislative years, read the Introduction and gave many valuable suggestions. S. A. Wetherbee and William MacDonald gave important aid in searching through the voluminous files of the General Assembly in the Archives Division of the Illinois State Library". This is the most extensive research that has ever been done in the Illinois Archives.

Mr. E. E. Exon of the Big Four Railroad found important data on Illinois railroad rights of way and in early railroad legislation. Mr. Exon has been here before. He was very much disappointed to learn that the early land records in which he has sought information in vain have not yet been transferred

to the archives. He has written propaganda material for the Indiana archives and has promised to do an article for Illinois Libraries on "How the business man uses state archives".

Mr. Witte completed his research in the archives on Governor Lowden.

Visitors.

Visitors registered from ten states (Arkansas, Florida, Illinois, Indiana, Michigan, Missouri, Nebraska, Ohio, Texas and Utah) and Washington, D. C. Forty-one Illinois cities and towns were represented. A number signed as delegates to the Boys' State.

Respectfully submitted,

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Archivist

## BROADMAN PROCESS

Enclosed is a clipping from a sample of Broadman repairing. This is simply the old Japanese tissue process developed as a cheap process for preserving newspapers. Dr. Broadman may use a special adhesive and has evidently developed a machine for speedy operation.

The Broadman process would not be satisfactory for repairing the Enrolled Laws because as you can see, the legibility of the document is markedly diminished. I doubt if even newsprint could be photographed through it. Certainly the faded writing of many of these old documents would not come through. The process was developed for newspapers. I do not know whether this process would cause inks to run.

When you are through with it, I should like to place this Broadman pamphlet on "The Scientific Preservation of Perishable Papers" in our archives technique file, because the critique of other repair methods is excellent. I was particularly interested in the statement in relation to the cellulose acetate process that, "In some instances, where a large number of processed sheets are piled one on top of the other so there is a considerable pressure in weight, heat is generated at the center of the pile, causing a reaction in the adhesive". I had never heard that criticism before, but we have had similar difficulty here with the cellophane envelopes in the Lincoln volume.

---

Margaret C. Norton,  
Archivist

ARCHIVES REFERENCE CALLS

June, 1941

**Routine Departmental Calls**

Fund Commissioners	5
General Assembly	10
Secretary of State	
Census Records & Name Index	8
Corporation Department	
Annual Reports	68
Index Cards	14
Executive Department	
Executive File	1
Proclamations	4
Records of State and	
County Officers	
Official Bonds	2
Notary Public Bonds	8
Notary Public Petitions	2
County Officers	1
Reports: Douglas Monument	
Commissioners	1
Trade Marks	5
Index Department	
Correspondence	10
Deeds to State Property	6
Election Returns	4
Enrolled Laws	10
Securities Department	
Closed Cases	3
Historical and Genealogical	9
Lincoln Collections	1
Perrin Collections	4
Governor's Correspondence	3
Mail Inquiries	9
Total	<hr/> 185

ARCHIVES - CATALOG DEPARTMENT

June, 1941

Catalog Cards:

Made by Archives

203

Discards

16

Net

187

Archives - Departmental Vault Passes

May 1 - June 10, 1941

Auditor of Public Accounts	43
Governor	
Department of Insurance	17
Department of Public Health -	
Vital Statistics	27
Department of Mines and Minerals	3
Department of Registration and Education	60
Independent Agencies	
Teachers' Pension System	6
Vocational Rehabilitation Board	1
Secretary of State	
Court of Claims	1
Executive Department	61
Index Department	1
Securities Department	3
State Library	1
State Treasurer	38
Net	<hr/> 263



# ILLINOIS STATE LIBRARY

## Archives Department

Report for July 1941

### Accessions

The clerk of the House of Representatives filed the bills which did not pass, House election contest papers and reports, for the 1941 General Assembly.

The Corporation Department filed approximately 10,000 index cards covering the years 1924 to 1935, inclusive. These are to be filed in with similar cards previously filed.

### Departmental Vaults

The following departments have made transfers to their departmental vaults: Liquor Control Commission, Department of Public Works and Buildings ( Main Office and Division of Architecture and Engineering), State Treasurer, Auditor of Public Accounts, and Tax Commission. The records of the Rural Electrification Committee and of the Historical Library may be brought in within the next few days.

The Illinois Commerce Commission and the Civil Service Commission have the most important records yet to come, but neither department is ready to make the transfers. Mr. Kane of the Board of Vocational Education has discussed transfers with the archivist but has not yet submitted a list of categories for authorization. The Superintendent of Public Instruction has authorized this Board to use one bay in his vault, but has not specified which one.

Since authorization was issued to the Tax Commission most of their records have been bound. The vault is equipped with legal size cabinets. Mr. McDonald reports that a considerable saving of space would result from a substitution of shelves for drawers, although the type of binding used is far from dustproof. Whether or not the Commission would be willing to trade equipment with us has not been discussed with representatives of the Department. A new authorization based upon a corrected inventory of the volumes as bound has been issued.

Mr. Amick of the Department of Public Welfare discussed the problem of keeping their departmental vault when they do not at present have records suitable for transfer. On our suggestion he is asking the Director to urge the Historical Records Survey to resume work on the inventorying of the records of the various State institutions. Mr. Amick was informed that the allocation of vault space was made through the Governor and advised to address a letter to the Governor and to us requesting that the space be reserved.

An additional authorization<sup>✓</sup> of certain Treasurer's records was issued after examination of sample records by the Archivist. It is necessary to be very conservative about additional authorizations because of the necessity for providing for future expansion for the more important records.

In some cases the change in administration has proved confusing when it comes to transfers. In several instances the letter of authorization had disappeared. Where transfers have not been made, it may be advisable later to draft a new letter addressed to the director, which would combine the letter offering space in the archives proper with a copy of the authorizations for departmental vaults.

250 pass slips to departmental vaults were issued for the period June 10 - July 20. See statistics attached.

### Staff Work

The archivist returned from her vacation on July 14. Since our supply of catalog cards had been lent to the General Catalog Department, she did not resume the cataloging of General Assembly records where she had left off. Instead she has resumed a form of index-listing of legislative journals. The legislative journals had been indexed in detail through the Lincoln period, 1841, after which there are printed volume indexes, which, however, are very poor. Bills were not numbered before the sixties, nor were there any lists of bills introduced. Before arranging the bills it was necessary to make a detailed bill index of the journals. This has been finished through 1859 and the bills arranged. The next step is the location and cataloging of individual reports, other items, and the sorting of resolutions. Detailed indexing is not required for this. Instead, the journals are read through and the house and senate and joint resolutions listed, also reports and communications filed and orders to print. This goes rapidly, at least two volumes a week despite interruptions. The volumes have been indexed from this angle through 1845. This work can be done by other members of the staff now that the method has been worked out. When direct cataloging is resumed, the cataloger will have data at hand to permit carrying out for all periods the minute cataloging of documents of each session which is perhaps the most used feature of the catalog. For every important committee report, legislative investigation, and special report filed by a state officer or other person, there is a catalog entry showing whether or not such a report was ever filed, whether in manuscript and/or printed form, whether or not a copy is in the archives, what form that copy takes, and if it is not in the archives, where a copy can be found either in the State, Historical or other library. Much of this material has already been cataloged, but what the archivist is now doing is making a final check and cataloging the large amount of hitherto uncataloged miscellaneous manuscripts in the legislative files.

Considerable progress has been made in unfolding documents in other files, preparatory to cataloging. Mr. Hansen has spent most of the summer unfolding certain corporation records, since he had run out of photographic supplies before

the end of the biennium. Mr. Wetherbee has finished unfolding and refiling the pardon records before 1860.

The next big job which should be undertaken is the unfolding, repairing and photographing of the Enrolled Laws. These records are used constantly, especially by the Corporation Department, and some are in bad physical condition because of this frequent and careless handling. So far, we have not lost any of these records, but they should not be taken from the building as is now necessary. They should be photostated and only the photostats used. Some consideration has also been given to a proposition to make film copies as a defence measure. This would be desirable also, but the photostats should be made first. A demand from the Corporation Department for the record cannot satisfactorily be met if the Department is asked to wait until we could make an enlargement. The photostat should be made and the negative certified, so that calls can be answered promptly. Since it would be too costly to do all this work in one biennium, it will probably be possible to get assistance from the Corporation and Index Departments in selecting the work to be finished first. Meantime, unfolding and repairing can be done at any time. Many thousand folders will also be required for this work.

Miss Beard has finished typing the index cards for the last of the rebound volumes of census records, finishing the volume of 1840 LaSalle and Whiteside Counties. Cass County for 1845 and Clay, Clinton and DeKalb Counties for 1855 have been typed and proof-read.

Mr. Scott finished indexing the 1813-20 State Treasurer-Auditor of Public Accounts volume, but this has not yet been typed.

The Historical Records Survey workers were taken away for some days, then returned to us. One of the girls has been helping Mrs. Nelson type folders for the Corporation Reports, and both girls have worked on the filing of the Secretary of State Correspondence.

Mr. Hington reported calendaring and indexing the Governor's Correspondence from Dec. 1866 to June 1867. Mr. Houy translated 15 French documents from the Perrin collection.

Mrs. Nelson reported as follows (June and July): "Finished filing 1938 Corporation Reports; filed 500 Corporation reports (1899-1900) that had not been filed with their separate file before; filed 11, 975 name index cards from A-K; have started filing the old corporation index cards (thru B) recently deposited, and am revising the filing of all cards as I file these in".

Mrs. McFadden resumed full time work on July 14. When she first returned she did considerable unfolding because she did not feel equal to work which required her to be on her feet. She is now working on the 1941 General Assembly records which are now beginning to come in. 1800 bills were introduced at this last session, so she will be busy typing folders and

unfolding bills most of the rest of the summer.

### Photographic Laboratory

	Exposures	Enlargements
Court House Plans, etc. for Mr. Blood	4	4
Douglas documents, for Chicago Times	3	3
Treasurer's Authorizations, for Archives	2	2
Library Exhibits, for Mr. McCoy	<u>6</u>	<u>6</u>
	15	15

### Archives Building

At 8:30 A.M. on July 30 a painter working the Photostat darkroom touched a "hot wire" with a blow torch with which he was removing paint, causing a small fire and burning him slightly on the arm. The fire was extinguished by a fire extinguisher before the Fire Department, summoned by the fire alarm system, arrived. The odor of the burning smoke and the fire gong created a little excitement among people working in the vaults and they quite properly came down stairs. The archivist was not due until 9:30 and knew nothing about it until it was all over. Mr. Malloy and Mr. Jolly came and took charge of the situation.

Several boxes of Kardex units for the use of Miss Keeler's department are in the basement, awaiting the arrival of the steel cabinets in which they are to be placed.

### Reference Work

Mr. Wetherbee reports a large number of calls for census records, and accompanying use of the Name Index, which does not register well statistically.

Miss Katharine Turner, a former member of the archives staff, has been using legislative records in research for biography of Owen Lovejoy.

### Visitors

The usual run of tourists visited the Archives Building. Several said they had been told to come by friends who had visited us last year. It is a matter of regret that we were unable to furnish guide service again this year. The most interesting and interested group were fourteen Ursuline Sisters who were attending summer school at the Springfield Junior College. They were accompanied by Mother Joseph and several Springfield Sisters. After being conducted thru the Archives Building they visited the Collections and Art Department of the State Library and the Historical Library. Visitors registered from 27 Illinois towns and cities and 11 other states: Connecticut, Florida, Indiana, Kentucky, Michigan, Minnesota, Missouri, Nebraska, New York, Ohio, Oregon and Tennessee.

### Staff Notes

The archivist refused an invitation to write an article on archives and defence work for the Library Journal. She also refused to act as chairman of the Committee on Local Archives of the Association of American Historical Societies. One of the objectives of this committee as outlined by the Secretary is to try to keep the H.R.S. running. She accepted an invitation to serve as chairman of the Committee on Archives and Libraries of A.L.A.

The archivist has accepted an invitation to speak on archives at the April, 1942, meeting of the Robinson (Illinois) Woman's Club.

"Vida", a Brazilian magazine, in its April, 1941, number published an article by our guest of last year, Mrs. Inez de B. Correia d'Araujo, entitled "A Atividade Feminina nos Estados Unidos". The work of American women archivists is described, and their pictures given, among them, the Illinois archivist.

Respectfully submitted,

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Archivist

ARCHIVES DEPOSITS

July 1941

General Assembly - House of Representatives

About 600 documents. Statistics will  
be given when deposits for this  
session have been completed

Secretary of State - Corporation Dept.

Index cards	approximately	10,000
Deeds to State property		<u>4</u>
		10,004

# ARCHIVES - REFERENCE CALLS

## Routine Departmental calls

General Assembly	61
Secretary of State	
Accounting Department	2
Corporation Dept.	
Annual Reports	78
Index Cards	11
Executive Department	
Land Records	1
Records of State and County officers	6
Index Department	
Deeds to State Property	3
Exemption Records	7
Enrolled Laws	10
Historical and Genealogical	8
Biographical Data on Lovejoy (day's work)	6
Genealogy	6
Historical Library	3
Mail Inquiries	12
	<u>213</u>

ARCHIVES - CATALOG DEPARTMENT

July 1941

Catalog Cards

Made by General Cataloging Dept. 51

Made by Archives Cataloging Dept. 41

Index Cards - Census

Cass County, 1845 )

Clay, Clinton & DeKalb }  
Counties, 1855 )

4958

4959



# ARCHIVES - DEPARTMENTAL VAULT PASSES

July 1941 (June 10 - July 20)

Auditor of Public Accountay	26
Governor	
Architect's Office	12
Insurance Department	12
Liquor Control Commission	2
Mines and Minerals Dept.	2
Registration & Education Dept.	59
Rehabilitation Division	2
Tax Commission	5
Vital statistics Division	22
Superintendent of Public Instruction	3
Secretary of State	
Executive Department	57
Index Department	3
Securities Department	2
Shipping Department	2
State Treasurer	<u>41</u>
	250

# ILLINOIS STATE LIBRARY

## Archives Department

Report for August - 1941

### Accessions

The Index Department filed supplemental records relating to deeds and abstracts to State property, as follows: Ft. Massas State Park, 4 documents. Wallace Home Property, Ottawa, 2 documents. Fort Kaskaskia State Park, 8 documents. This does not add to the total number of drawers.

The Securities Department of the Secretary of State's office deposited 1 drawer of brokers' bonds, covering the years 1931-32. We rejected a file of 4 x 7 index cards covering the years 1936-37, and relating to certain trust bonds. This was a temporary file, for office use, and as the cards contained no information not otherwise recorded these were deemed unsuitable for archives.

A re-arrangement of the Brokers' file of the Securities Department cut down the number of drawers from 67 to 62.

The General Assembly clerks are still depositing documents, but as the preliminary checking indicates many more to come, they have not been accessioned and will be reported on in a future month.

The Auditor of Public Accounts is refiling and reinventorying its older records which could not be got into its departmental vault. From various remarks dropped by sundry persons, I understand that when this inventory has been completed it will be submitted to us with the suggestion that we will get most of the older documents provided the Secretary will let us assign another vault to the Auditor for records which still could not go into the archives. I also understand that the new record clerk, Mr. Roddy, would like to work in this building. Mr. Roddy has a background of work in the Prudential Life Insurance Company's real estate loan department for Illinois and also he has been in the abstract business. Persons who have used the records under his guidance say he is ambitious for the work, but has not yet worked out plans for indexing, etc. I think it quite likely that we can work out a scheme before long for getting the land records in the Archives Building. They will not come to the archives proper, but I think the auditor would be willing now to put them in a second departmental vault if we could provide desk space for Mr. Roddy. In as much as the Auditor has the largest quantity of important records, I recommend that when and if the auditor applies for a second departmental vault he be assigned one, on condition that it be used for land records.

### Departmental Vaults

The flow of records into the departmental vaults has diminished to a thin trickle, though the vaults are not half

full. I think the new administration does not understand about the building. In several instances the files are in charge of clerks who expect to be let out soon and who do not wish to be bothered about the transfer. I suggest that a letter be drafted, explaining the purpose of the vaults and reminding them that their vaults are ready, and enclosing a copy of the original authorization for transfer.

State Library correspondence was transferred to the Departmental Vault as follows: Mrs. Roberts, 9 drawers; Miss Bowles, 1 drawer (dates not reported).

The Auditor of Public Accounts sent over for his vault, 50 volumes which had been authorized for transfer but which had not been returned from the binder when the other records were transferred.

The Department of Public Works, General Office, sent over 40 drawers of correspondence as authorized.

#### Archives Building

During the night of August 29th, the water-pipe leading to the drinking fountain in the second floor workroom (Miss Keeler's office) burst, flooding that floor and down to the basement. The controls had been tampered with by someone who thought the drinking water was not cool enough, resulting in a freezing of the pipe. Many documents in the Illinois documents room were badly damaged.

The Drivers' License Department moved files into the East vault on Level 11 and tables into the second floor rest-room, in each case without authorization. The files were left temporarily in the vault, but the desks removed from the rest-room, which was ordered locked. Miss Keeler was away on a vacation. The key 11 E was left in the vault and turned over to the archivist by the head janitor. No report has been made of its loss, nor of its finding. If other keys have been made, a failure to ask if this key has been found may be indicative of that fact. On the other hand, the key may have been lost deliberately.

Telephones, to connect directly with the Power Plant, are being installed in the elevators. Jim Levine reports that Mr. Malley is only to assign one night watchman to the building. I feel that if so, a protest should be made. The telephone in the elevator would take care only of getting stuck between floors. It would not take care of falls or heart attacks, particularly liable in the case of the elderly men assigned to watchman duty. In case of a fire while the watchman was making his rounds, the firemen would have to break into the building and then wouldn't be able to get to the indicator. Because of the delay in sounding the gong in the building the watchman would not know of the alarm. The failure of the watchman to discover the leaking water for several hours and until serious damage had been done, emphasizes the necessity for requiring rounds to be made oftener than once a night as at present.

Photographs of Illinois Secretaries of State (only two

or three are missing), reduced to uniform size and sepia color, have been framed and hung in the State Library Advisory Board Room.

### Staff Notes

Miss Mary Frances Nuess was seriously ill most of the month of August, and was able to work only half time the last week.

Mrs. Nelson left on her vacation August 26th.

The Archivist has been asked to preside as chairman of the joint luncheon of the Society of American Archivists and American Historical Association, to be held at the Stevens in Chicago, December 30th.

### Visitors

Mr. Alexander J. Wall, secretary of the New York Historical Society, and his son, were here on Saturday August 23rd. Mr. Wall is giving a course on historical library work at Columbia the second semester this year, and is making a hasty survey of such institutions in the country. His train being late, he did not arrive until five minutes of twelve. He went through the archives building hastily, was taken to the Lincoln Tomb and then met Mr. Angle for an hour and a half before train time. I was very much disappointed that he was unable to stay longer.

Miss Scheffler brought over Miss French of the Danville High School Library one day. We had many visitors during State Fair and American Legion weeks, though, as usual, comparatively few signed the register.

Visitors registered from 64 Illinois towns and cities and from the states of Indiana, Iowa, Kansas, Michigan, Missouri, Nebraska, Ohio, Oklahoma, Pennsylvania, Texas, Utah and Wisconsin. Two very much interested visitors were Philipinos who registered from Chicago.

### Exhibit

A new exhibit was installed in the Museum on August 6th. This is probably the best exhibit we have had from an artistic point of view. As a matter of record, the documents displayed are listed herewith:

**Built-in Case.** The three State Constitutions, 1818, 1847 and 1870, and the Civil Administrative Code of 1917. This is the first time these have been exhibited together in at least twenty years, if ever. To add a touch of color, the Blue Book pictures of the State flower, bird and flag are on the top shelf. The State seal is permanently attached in this case.

**North Case.** Mr. McCoy prepared an especially attractive display of recent Illinois documents as an announcement of the opening of the Illinois Documents Room.

**Northeast Case.** Illinois counties established in 1841, and towns and cities chartered that year: the enrolled laws establishing the counties of Grundy, Henderson, Kendall, Mason, Piatt, Richland and Woodford; chartering the cities and towns of Galesburg, Macomb, Marion, Petersburg, Rock Island, Tremont and Vienna.

**Southeast Case.** Photographs of parts of the Archives Building not open to the public.

**South Case.** "Some Illinois first": Certificate of purchase for first lot sold in Chicago (1830), enrolled laws: first militia law (1819), first state fair (1853), first state park (Starved Rock 1911) first bank in Illinois (Bank of Illinois at Shawneetown, 1816), first general road bill (1819), first hard road bill (\$60,000,000 hard road bond issue, 1919), first registration of births (1877), the first civil record of Illinois (Registre, 1737), first record of Illinois Territory (Executive Register, 1809), first governor's letter book (1811), first general Assembly (Journal of Legislative Council 1812), first financial record (Auditor-Treasurer account book, 1813).

#### Staff Work :

Mr. McDonald is helping Mrs. McFadden check in 1941 General Assembly records. For report of the Receiving Room, see heading Departmental Vaults.

Mr. Wetherbee has been, among other things, unfolding and arranging the official bonds. Mr. Hanson has finished unfolding the remainder of the corporation records, particularly the file on companies that applied for, but for one reason or another failed to obtain charters. He has also spent considerable time in the Reference Room. Mr. Scott finished indexing the second volume of Treasurer's Receipt Books, covering the years 1821-31. Cards for this and the earlier volume, indexed by him, have not been typed because the 15,000 catalog cards lent to the library's Catalog department have not yet been replaced. Mr. Scott is now indexing the House and Senate Journals for resolutions, reports and printed documents. Mrs. Nelson has been filing cards in corporate and name indexes. The archivist finished the Senate Journal for 1847. The archivist also spent a large part of the month in research for the preparation of the series on county officials now appearing in Illinois Libraries.

Mr. Hington of the H.R.S. was off our work from July 8 to July 17. He reports calendaring Governor's Correspondence from June 1867 to December 1871. Mr. Houy was also off approximately half of the month. He reports translating, from the Perrin collection, "27 miscellaneous legal documents, some of which covered from 4 to 10 pages". Only one woman from H.R.S. is now working for us. There have been frequent changes here. Mrs. Nelson has used this help considerably in unfolding and

stapling corporation records while she was filing those annual reports. Very little, if any progress has been made in the filing of secretary of State's correspondence in the past several months.

### Photographic Laboratory

Since the supplies for the laboratory have not yet been received, Mr. Hanson is doing other work at present. He reports on photography as follows:

For Mr. McCoy                      4 exposures                      4 enlargements

### Reference Work

Dr. Pratt of the Abraham Lincoln Association is preparing a book on Lincoln in the legislature. He particularly needs our indexes to the Journals. Miss Beard is typing copies of these indexes for the use of Miss Bailey and for the archivist's office, so she will run an extra carbon for Dr. Pratt. She has finished the years 1818-23, by the way, and will now jump over to the Lincoln period to get that done first.

Mr. Grimm of the Illinois Teachers Association is doing some historical research on schools and has used the archives on several occasions.

Professor Lee of Clark University, who was here last summer also, and who is doing research involving the use of early Commerce Commission and Railroad and Warehouse Commission records, was here again this August. He was disappointed to find that none had been turned over to the archives or even brought to the building. No one in that department seems to be able to locate what he wants. He again checked with the H.R.S. inventory.

Mr. Frank De Graff, editor of the Masonic News, from Peoria, asked for and was furnished a list of Masonic lodge charters. He may wish to publish facsimiles of a couple of the earlier ones in this periodical.

Mr. Kinney of the Secretary of State's Executive Department asked for the dates of commissions, resignations and deaths of all circuit courts. Mr. Wetherbee compiled the list.

### Miscellaneous

The British Records Association Technical Section Bulletin 12, issued June 1941, devotes a page and a half to the Illinois Archives Building. The footnote states "These notes are extracts from an extremely interesting account of the carefully thought out and in some cases novel arrangements now in force at the Illinois State Archives; which reached the Editors of our Association's Year's Work too late for inclusion in the recent issue of that publication". The rest of this nine page mimeographed bulletin is devoted to "Articles and notes on damage to records by enemy action. Among the notes of interest are notes on the care of documents damaged by water and fire, reviving faded writing, retrieving records

from fire-proof safes after a fire, and damage by gas, effects of surrounding conflagration on the contents of a city strong room. These notes could form the basis for a good library article on the care of books after a fire.

Respectfully submitted,

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Archivist

mfh

# ARCHIVES - ACCESSIONS

August - 1941

	Documents	Drawers
Secretary of State		
Index Department		
Deeds and abstracts to State property	14	0
Securities Department		
Brokers' Bonds, 1931-32		1
	<hr/> 14	<hr/> 1

Deduct from total number of drawers of archival records, 5 drawers, saved by unfolding and re-arranging Securities Department files.



## ARCHIVES - REFERENCE CALLS

### Routine Departmental calls

General Assembly	14
Secretary of State	
Corporation Dept.	
Annual Reports	28
Index Cards	9
Executive Dept.	
Records of State and	
County Officers	1
Notary Public Bonds	11
Extradition Records: Warrant	1
Trade Mark	1
Index Department	
Election Records	8
Enrolled Laws	11
County Archives	
Morgan County	4
Montgomery County	2
Lincoln Collection	1
Historical and Genealogical	8
Mail Inquiries	13
	<hr/>
	112

ARCHIVES - CATALOG DEPARTMENT

August 1941

Catalog Cards

Made by General Cataloging  
Department

82

Made by Archives Cataloging  
Department

145

Index Cards - Census

LaSalle County, 1840

1554

Whiteside County, 1840

418

1972

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2117

# ARCHIVES - DEPARTMENTAL VAULT PASSES

July 20 - August 31, 1941

Auditor of Public Accounts	25
Governor	
Architect's office	1
Insurance Department	10
Liquor Control Commission	4
Public Works & Buildings	2
Registration & Education	68
Rehabilitation	1
Tax Commission	8
Vital Statistics	23
Superintendent of Public Instruction	2
Secretary of State	
Court of Claims	1
Executive	41
Index	7
Library	1
Securities	2
Shipping Department	0
Supreme Court	2
State Treasurer	<u>65</u>
	264

# ILLINOIS STATE LIBRARY

## Archives Department

### Report for September , 1941

#### Accessions.

The only accessions for the month were 66 documents to be filed in with deeds and abstracts to state property. These related to titles to Kickapoo State Park, Fox Ridge State Park, Henderson County State Forest, and some recently purchased right of way on Route 66.

#### Departmental Vaults.

The Department of Registration and Education transferred six drawers of medical correspondence and examination records, and 14 volumes of registers. The new secretary to the chief of registration, Mrs. Coghlan, spent a half-day with the archivist discussing methods of weeding out files, segregating permanent records from others, the best type of folders, etc. This is the sort of consultant service which is most fruitful. For the weeding process should precede transfer. It is also helpful both to the department and to the archivist from the "priorities for defense" angle.

One drawer of "Front Office" correspondence was transferred.

The Department of Public Safety, a department created by the 1941 General Assembly applied for departmental vault space. The director was referred to the Governor. A list of unoccupied bays in his vaults was sent to the Governor on his request.

Departmental vault slips were issued 163 times in September.

#### Staff Work.

Mr. MacDonald has resumed work on the repair of documents. He repaired 30 of the Perrin documents, and 108 pages of the 1855 state census for Peoria County.

Mrs. McFadden is still working on the 1941 General Assembly records. Mrs. Nelson reported filing 7,675 cards. Her vacation came in this period. Mr. Scott is being worked into indexing, which he enjoys. He is at present indexing the resolutions and reports in the 1847 Senate Journal.

Mr. Houy of HRS has translated "37 miscellaneous legal documents, including sixteen Court hearings of the Register of the Court of Justice of the Week". Mr. MacDonald, who is supervising his work, reports that Mr. Houy has finished translating the unbound records and has started on the few French volumes (exclusive of the Register). No report on progress of Miss Boylan's translation of the Registre has been made for some months, so it seems unlikely that we shall get her translation. This will be left until the last for Mr. Houy to do.

Mr. Hington of HRS reports short calendaring about 950 letters, covering the period June 1871 to 1873.

The Secretary of State's correspondence for 1910 on which various HRS workers have been working for about a year has been put away. It was getting very dirty and badly mixed. The personnel sent over to work on it has varied too much to accomplish anything. We would be notified that certain persons were to be given us to work on it steadily. After a week or so they would disappear and in a couple of weeks others would appear, in their turn to be transferred elsewhere. The archivist told Mr. Blood not to send any more persons to work on this, as proper supervision was impossible and it was obvious we were being used as a place for keeping workers until he could find some other work for them. Mrs. Nelson will probably be able to take over the work of refileing this correspondence between corporation filing periods.

Mr. Wetherbee reports having finished the unfolding of circuit clerk's bonds and starting on the county clerk's bonds. He has read proof on the index cards for the 1840 censuses of LaSalle and Whiteside counties. He has also done the usual reference work and cataloging. As secretary to I.L.A. he has been busy with that work too, but not to the neglect of his office work.

Mr. Hansen has been unfolding Fayette county records as his pick-up work while at the Reference Desk and between times in the laboratory. His laboratory work is as follows:

Photographic Laboratory.

	Exposures	Enlargements
East St. Louis charter, by request of Miss Boylan	28	28
Lincoln items for A.L. Association and our files	14	28
Deeds to certain state parks, for the Division of Parks	16	32
	<u>58</u>	<u>88</u>

The new Recordak reading machine model C was delivered September 17. Mr. Hansen is using it to sort out short lengths of film which were made for special purposes and which it may be not necessary to keep. The film can be used for end splices on the long rolls.

The archivist has completed a list of reports and communications filed with the General Assembly, and of printing ordered by them, through the year 1869. Our detailed House and Senate Journal indexing stopped with the year 1841, Lincoln's last year as a representative. From that date on, printed indexes are to be found in the back of each volume. These indexes are neither full nor otherwise dependable, so we found it necessary to make our own bill indexes through the year 1859, after which the bills are numbered in the Journals. Several years ago the miscellaneous General Assembly records were unfolded and placed in folders. Now the reports and other important individual items are being cataloged. This new list will speed up the

process, for it will help identify undated documents, will indicate what records should be in the files, and help to locate printed copies. We have spent more time on legislative records than on all the rest of the archives put together. The large number of subjects in the files requires close analysis, especially since these are the most important records historically, and the ones most frequently consulted. Analyticals for the legislative files have been completed for the years 1812-33 and 1901-39.

#### Reference Work.

It is, of course, neither practical nor necessary to list all reference work done. However, it is of interest to note, from time to time, some of the types of questions asked. It should be noted that we have turned over all the public documents except legislative publications, to the Public Documents Department and that many reference questions formerly answered from these and so appearing in our statistics, will now be reported by that Department rather than by us. A few of the reference questions which have come in this month are as follows:

- A copy of the charter of the old Springfield Mechanics' Union, sent to Miss Katherine Lewis, secretary to John L. Lewis of Washington, upon request.
- The Legislative Journals Microfilm Project at the Library of Congress applied for permission to film early legislative journals, printed and manuscript, through 1830.
- Dr. Pratt of the Abraham Lincoln collection has been working on the new Vandalia guide book. He checked with us on the information. He borrowed two most interesting documents from the Auditor which he brought to us for copying for ourselves and for him. These contained a detailed description of the first Vandalia State House, the only full description we had ever found. He continues his study of the legislative documents for his history of Vandalia.
- Mr. Gray Herndon, a local attorney, has been for some time trying to clear a title to some property taken over by a state trustee, from Joel Matteson, once state treasurer. The record of the lands cannot be found in the Auditor's and Treasurer's files. An obscure report in a House Journal for 1865, wholly unindexed, listed the property at issue. This alone would have justified the time spent in reindexing the volume.
- A Chicago coin trader requested information on the value of a \$100 note issued by the Fund commissioner in 1840.
- Hon. Rodney H. Brandon, director of the Department of Public Welfare appealed for aid in locating birth records of a woman born in a Peoria State Training School for Girls. We found that neither city reports, corporation records, nor city directories listed such an institution for the period in question, but we did find a law which authorized the courts to sentence delinquent girls to private institutions. The city directory for that date listed two "shelter homes" which are still in existence. It was suggested that their records be checked, and if he found nothing, we would appeal to Mr. Browning of the Public Library for aid. Nothing further has been heard from Mr. Brandon, so it is hoped that the information supplied was sufficient.

Professor Dobbs, of the University of Chicago, and also a member of one of the advisory boards for the Department of Public Welfare, expects to work on the history of Illinois Institutions for Defectives. He came in one day to find out what materials we have here.

The Legislative Reference Bureau was looking for a survey of the Wabash river supposed to have been made "about 1816" to establish the Illinois-Indiana boundary. The records of the boundary commission of 1821 were brought out. A map shows the meanders, but the survey seems to have concerned itself with the survey of the boundary north of the river, not with establishing the location of the center of the river bed. No records in the archives seem to deal with that question, and it was suggested that the first U. S. War Department Engineer survey be located in the Washington archives.

The editor of the Masonic News, the Illinois organ of that fraternal organization, asked for a list of early Masonic charters of Illinois. He indicated that he may wish to publish facsimiles of a few of the earlier ones.

An attorney from Dwight appealed for information on how to get rid of silver fish which had got into his law library.

#### Key to Cahokia Court House.

A key which was found in the Perrin collection, which purports to be a key to the Cahokia Court House, was turned over to the Department of Public Works and Buildings for exhibition at that building.

#### Archives Building.

In the night of August 29th, a water pipe serving the drinking fountain in the second floor workroom, burst, flooding the Illinois documents room and also damaging some of the card files in the Drivers' license Division. Fortunately the flood did not come during the long Labor Day week-end, and State House janitors and the State Library staff were available to clean up the water and to spread out the books under fans. Lines were strung up in the Receiving Room and pamphlets hung up to dry. Our compressed air machine was water-soaked, but dried out without damage due to prompt action of the building engineers. As the Illinois Documents Department is not a division of the Archives Department of the Library, no attempt will be made here to report on the damage.

On September 25, during a heavy rain, a roof leak developed at the juncture of the pent house and the roof. This was discovered and reported by Mr. Wegelhoff, the Executive Department clerk who went to his vault at 8:30 A.M. The water was coming in just over Bay 1, belonging to the State Library, and while it has splashed on one of the cases it had not penetrated to the papers. The mason repaired the leak immediately, before any damage was done. Here again we were fortunate that the leak was discovered almost immediately. If it had happened over the week-end, or if no one had happened to go to the departmental vault, the State Library might have lost some of its correspondence.

These two incidents indicate that we are not having frequent enough patrols of the building by the watchmen. One round a night, as at present, did not prove sufficient.

The old photostat belonging to the Secretary of State and operated by Miss Margaret Meyer's department, has been moved to the Archives building pending installation of a new machine in the Capitol. Mrs. Sullivan and Miss Kavanaugh are operating the machine in this building. Two keys were issued to Miss Meyer to that room.

Eight card cabinets for the Corporation Department index cards were installed on September 23d. These were the wrong color and too small for the cards. Mr. Lombard of the Art Metal Construction Company came to Springfield for consultation and arranged through the Corporation Department and the Chief Clerk to have the cabinets repainted and the cards trimmed to size.

Mrs. Griffiths, a clerk of the Insurance Department, who has had desk space in the Archives workroom, has been transferred back to her own office. Mr. Wegehof of the Executive Department, is the only departmental clerk now working full time in the building. He does not use a desk in the workroom, as he spends all his time in the vault.

Wall brackets to hold the camera and to prevent vibration have been installed in the Photographic Laboratory.

A photograph of and name plate for William H. Hilschsen<sup>Dr</sup>, secretary of State from 1893-97 were affixed to the door of the Reference Library.

The Conference Room was used twice during the month, once by the Educational Sorority and once by the local committee for the I.L.A. convention.

#### Miscellaneous Notes.

Mrs. Eugene M. Reeder, on leave of absence as secretary to the archivist, gave birth to a son on September 24th.

#### War and Archives.

The archivist is a member of the committee on the protection of archives against hazards of war of the Society of American Archivists. This committee and the committee on emergency transfer and storage of archives are making a joint report. A copy of the preliminary and unofficial report is appended to this report. The archivist made no direct contribution to this report and can therefore claim no credit. Because of the extreme importance of the report, it should be on file and the monthly report seems a good place to read it into the record. The archivist is preparing a report on the selection of archives for protection, based upon our experience in authorizing the transfer of records. This report will be filed later as a second appendix to the September report of the archivist.

#### Visitors.

Visitors registered from sixteen Illinois cities and towns



and from the states of Florida, Kentucky, Minnesota, Missouri, Montana, Ohio, Washington and Wisconsin.

Catalog Rules.

A copy of the archives catalog rules was sent on request to the archivist of South Rhodesia, Africa.

Respectfully submitted,

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Archivist

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**ARCHIVES - ACCESSIONS**

**September - 1941**

**Secretary of State**

**Index Department**

**Deeds and Abstracts to  
State property**

**Documents**

**Drawers**

**66**

# ARCHIVES - REFERENCE CALLS

September - 1941

## Routine Departmental Calls

General Assembly	111
Secretary of State	
Accounting Department	28
Corporation Dept.	
Annual Reports	51
Index Cards	13
Executive Department	
Executive File	1
Executive Record	1
*Records of State and County	
Officers: Notaries Public	19
Trade Marks	1
Index Department	
Deeds to State Property	9
*Election Records	21
Enrolled Laws	17
Securities Department	
Closed Cases	1
Brokers' file	3
Census	3
Lincoln Collection	2
County Archives	
**Fayette County	48
Historical and Genealogical	14
Mail Inquiries	13
	<u>366</u>

\*These records are being used by HRS for checking lists of county officers; Vault permits have been issued to two workers, so this count does not include this extended reference use of the election and state and county officer files.

\*\*Dr. Pratt has gone through all the Fayette County records in the Archives. The statistics are for the number of Reference Room charges.

ARCHIVES - CATALOG DEPARTMENT

September - 1941

Catalog Cards

Made by General Cataloging Department

10

Made by Archives Cataloging Department

40

Index Cards - State Census, 1840

LaSalle County )

Whiteside County )

1972

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# ARCHIVES - DEPARTMENTAL VAULT PASSES

September - 1941

Auditor	17
Insurance Department	7
Public Works and Bldgs. Dept.	2
Public Instruction	1
Public Health Department (Vital Statistics)	16
Registration & Education Dept.	49
Rehabilitation Division	1
Secretary of State	
Court of Claims	2
Executive	24
Index	4
Securities	2
Supreme Court	1
Treasurer	37
	<hr/> 163

## ILLINOIS STATE LIBRARY

### **Archives Department Report for October, 1941**

#### Accessions.

The only accessions for the month were three deposits of abstracts and deeds to State property, totalling twenty documents.

The aluminum disk records of Illinoisians were filed with the archives. They comprise 43 records, with 49 catalog cards.

#### Departmental Vaults.

The following records have been moved into Departmental Vaults during the month of October:

Liquor Control Division. Vault 10 E 1  
Applications for license, 1934-39. 24 drawers.  
Correspondence, 1934-39. 4 drawers.

Secretary of State, Bookkeeping Dept. Vault 12 N 13-14  
Vouchers, 1940-41. 8 drawers.

Departmental Clerks signed for admission to Departmental Vaults 200 times.

#### Archives Building.

8 cabinets for the Corporation Department's Index Cards were installed in the Archives Vaults, Level 3, by the Art Metal Corporation. These were of the wrong color and too narrow for the cards. Mr. Margrave, Chief Clerk, and Mr. Worthy, Chief of the Corporation Department, conferred with Mr. Lombard, factory representative, and decided to accept the cases subject to refinishing to correct color. The company agreed also to trim the cards to fit the cabinets. So far, neither has been done, but Mr. Worthy is withholding the warrant for payment until these adjustments have been made. Meanwhile several more cabinets have been delivered, but not uncrated. These appear to be the correct color.

Mr. McCoy, State Library editor, moved into the Louis L. Emerson room October 28.

Screens are being installed in some of the basement windows.

### Staff Notes

There is less than usual in the way of accomplishments to report for the month of October. An epidemic of colds went through the staff and everyone except Miss Nuess was out for from one day to a week. Mr. Wetherbee's father died on October 29, following a two week's illness. (The archives reference room and office were closed for an hour during the funeral). Mrs. McFadden took her vacation October 15-23, following which she was absent the rest of the month because of having five teeth extracted.

The convention of the Illinois Library Association was held in Springfield October 9-11. Mr. Wetherbee was secretary to the Association, and was occupied by his duties as such most of the month.

The archivist attended the fifth annual meeting of the Society of American Archivists and the first annual meeting of the American Association for State and Local History, both held at Hartford, Connecticut, October 6-8. She returned before the close of the second meeting, in time for the first evening session of I.L.A. A report on the Hartford meeting is appended.

### Staff work.

Repair of documents. Mr. MacDonald has finished crepelining the Henry and Logan County census schedules for 1855, about 350 pages, and has finished the first 30 pages of the Peoria County census. Mr. MacDonald spent a considerable proportion of his time in the Reference Room, which makes this an excellent progress report on mending.

Mr. Newy, of the H.A.S., worked only half time for the archives in October. He translated 40 pages of the Register of the Magistracy of the Cahokias, 1772-1780.

Mr. Hington made a short-calendar for the Governor's Correspondence for the years 1873-1875, about 860 letters.

The archivist finished analytical cataloging of the General Assembly records for 1842/43

There is nothing special to report on the work of the other members of the staff.

## Photographic Laboratory.

	<u>Contact Prints</u>	<u>Exposures</u>	<u>Enlargements</u>
School library work-Miss Long	12		
County Commissioners' Records, Dr. Pratt		12	12
Ogle County records, Archives		24	24
Library Publicity, Miss Rogers		1	1
Records relating to Vandalia State House, borrowed from Auditor's Office, for Dr. Pratt, Division of Parks, and Archives		26	26
(N.B. This is Mr. Hansen's Report, but there would be more enlargements or fewer exposures than this. M.H.)			
East St. Louis Charter, Miss Boylan		28	28
French records, Miss Rogers		3	3
	<u>12</u>	<u>94</u>	<u>94</u>

## Visitors

The Archives Building held open house for members of the I.L.A. on Friday afternoon, October 10. Librarians also visited the building at other times during the convention. Few seem to have signed the register, however. Visitors registered from 14 Illinois towns and cities, the states of California, Indiana, Michigan, Oregon and Wisconsin, and one from the Philippine Islands.

## Archives Interns

The application of Mr. Sidney Katz of New York, a graduate student at the University of Chicago, for an archives internship, was rejected because of an inadequate academic background. Correspondence on this case is on file in the Administrative Office of the State Library.

## Professional Activities.

The archivist submitted her resignation as chairman of the Sub-committee on Archives of the American Historical Association, on filing her annual report. This report outlined the work of the committee and made recommendations for future work. The new chairman could do more effective work if not a professional archivist, was one suggestion. Another suggestion was for the creation of an honor roll of publicity, not unlike that of the librarians.

The archivist has been appointed to the Special Committee



## **Society of American Archivists**

### **Report upon Fifth Annual Meeting**

The fifth annual meeting of the Society of American Archivists was held at Hartford, Connecticut, October 6 and 7. The Bond Hotel was the headquarters and all meetings but one were held there. The archivist represented the Illinois State Library, and also attended two meetings of the Council of the Society.

The convention opened at 10:00 a.m. on Monday, October 6. Lieutenant Governor Shepherd, who is also a professor of English at Trinity College, Hartford, greeted us on behalf of Governor Hurley. Mayor Spellogg welcomed us on behalf of the city of Hartford. The archivist was surprised and pleased to find that the Secretary of State who was also on the local committee, is an old school mate from the University of Chicago, Mrs. Chase Going Woodhouse. Mrs. Woodhouse unfortunately was not in town and the archivist had no opportunity to call at her office.

The program at this first session was a symposium on Guides to Materials for Latin American History, led by Professor Samuel F. Bemis of Yale University, Dr. Roscoe R. Hill of the National Archives, Dr. Myron Burgin of the Hispanic Foundation at the Library of Congress, and Professor Charles H. Haring of Harvard University. Discussion centered around the needs and possibilities for the following types of guides:

- a) A guide for materials for history in Latin American archives--not limited to materials for U.S. history.
- b) A guide to materials for Latin American History in American libraries and archives.
- c) A guide to materials on U.S. history in Latin American countries.

The discussion brought out that there are now 18 national archival establishments in South America, but most of these are poorly equipped and staffed and usually headed by politicians rather than scholars. Most of these departments work with their colonial period, seldom having records later than 1830. In most of these countries the major portion of the records are still in the custody of the various ministries and the numerous provinces, and for a comprehensive guide these archives would have to be surveyed also. Dr. Hill stated that little material will be found in South America for U.S. history except duplicates from Spain with which American historians are already familiar. He raised practical questions about methods, who was to prepare the guides, language questions, etc.; and favored preparation of a guide to materials on Latin America in U.S. libraries. Dr. Burgin stressed the importance of Latin American provincial archives, since difficulties in communication and social differences between the urban capitals and the hinterland make the national archives of these countries reflect an artificial rather than a real conception of life

and government. He reported that the Library of Congress is now preparing a guide to the official publications of Latin American countries and is collecting pictures to form an archive of Hispanic culture and compiling an annotated bibliography on fine arts in South and Central America. Professor Haring favored a series of general guides to the archives of Latin American republics. He stated that the National archives of Argentina, Chile and Venezuela are well organized, and progress is being made in other countries, such as Guatemala. He suggested post doctoral fellowships for two years each, the holder to go to Latin America and prepare the guides. The discussion was brilliant and interesting, though in reviewing notes taken, not sufficiently pertinent to Illinois problems to justify reproduction here.

Monday, October 6, 12:30 P.M. Luncheon Conference.

Mr. James Brewster, state librarian of Connecticut, presided. He introduced the Honorable William M. Maltbie, chief justice of the Connecticut Supreme Court of Errors, who welcomed us on behalf of the State Library Committee. Mr. Burt read a charming paper on the archives of the Colt's Patent Firearms Manufacturing Company, written by the secretary of the company, Mr. Arthur L. Ulrich. The most interesting part of this part described the historical museum of the company.

The Monday afternoon meeting was held at the State Library Building to which we were taken by bus. Mr. Brewster gave a resume of archival work done at the Connecticut State Library, describing the Colonial Dames' Collection of early church records; the Barbour Index to names in town records, being brought down to date by a W.P.A. project; the index to Connecticut newspapers; the probate records; the veterans' grave survey; and the index to Connecticut censuses. Following this introduction we toured the building. On account of the Council meeting the archivist missed part of the tour and most of the two papers of the afternoon session: Dr. Van Shreeven (Virginia) on "Information Please: Finding Aids in State and Local Archival Depositories"; and Dr. Hamer (National Archives) on "Finding Mediums at the National Archives: an Appraisal of Six Years' Experience." Dr. Van Shreeven's paper, from the fragment heard, seemed to be a description of the common forms of finding mediums used in American archives. It might be a good introduction to the subject for beginners, but contributed no new ideas.

Dr. Hamer's paper was described by one of his colleagues as "a humiliating confession of six years of blunders." That is unfair, because we archivists wanted the National Archives to experiment and it is gratifying, if somewhat disappointing, to learn that so far they have not much improved on former theories. Under the 1941 reorganization of the staff, the divisions of cataloging and classifications have been abolished, and the staff in charge of each major group of archives prepares its own finding mediums. An advisory committee on finding mediums acts as a coordinating body, making recommendations as to finding lists needed and on uniformity. The general reference staff as in our Illinois archives, takes care of routine questions, but calls in specialists in charge of the archives of the appropriate departments for research questions. The following types of finding mediums are now compiled by the National Archives:

1. Registration of "record groups". These "record groups" are

major units of archives received. Each registration is given a name, with a designation of the part or parts of the group in the custody of the archivist, with a summary as to parts not yet transferred. Each registration is put on sheets, if possible not more than one page to a registration. This "overall summary of materials" is kept in the office (of the division chief?) and a card catalog is made, but without subject entries.

2. Preliminary checklists.

These are unit descriptions by series or parts.

Each has an introduction giving the history of the records, of the administration, and other notes.

3. Preliminary inventories.

4. Final inventories.

Each has an introduction, a history of the agencies and records, a description of the general character, of related groups, and indexes. As a rule the series is the unit. For each is given the title, date, descriptive analysis, whether and where indexed or printed.

5. Other finding mediums.

The annual dinner was held Monday, October 6, at 7:00 P.M. Dr. St. George L. Miousat, chief of the Division of Manuscripts of the Library of Congress, presided. Dr. Waldo G. Leland gave his presidential address: "Historians and Archivists in the World War." As was to be expected, this was both brilliant and witty. It was not possible to take notes on this.

The annual business meeting followed. Dr. R. D. W. Connor was elected president, Solon J. Buck vice president, and Herbert Kellar a member of the Council. The archivist of Illinois, who retires from the Council in 1942, became automatically chairman of the nominating committee for next year. The Council elected President Franklin D. Roosevelt an honorary member, but announcement is not to be made public until he has accepted.

Tuesday morning, October 7, was devoted to the Archives of Business and Industry. Papers on Insurance Company records were presented by Mr. Harold F. Larkin, vice president of the Connecticut Mutual Life Insurance Company, Dr. Van Shreeven of Virginia, and Dr. Snedeker of the National Archives. Dr. Van Shreeven passed around photographs of applications for fire insurance on Mt. Vernon, Stratford, Monticello and other Virginia mansions, which he had obtained from an old Virginia company. These eighteenth century documents are very valuable because they give not only full descriptions of the property but sketches of the buildings, plans of the buildings and of the plots. Dr. Holmes of the National Archives reported for the Society's Committee on Business Archives. 300 letters have been sent to business firms requesting information about their present practices in building archival depositories. He mentioned particularly the DuPont headquarters in Delaware where there is a combined museum and hall of records. A representative of the Aetna Life Insurance Company also spoke.

At the luncheon meeting, Tuesday, October 7, presided over by Dr. Fred W. Shipman of the Franklin D. Roosevelt Library, the speaker was Dr. Ernst Posner of American University. His paper on "Effects of Changes in Sovereignty on Archives" was the outstanding paper of the convention, and Dr. Posner received an ovation. It was too technical and detailed for an attempt to summarize here, but it was a brilliant performance. Doubtless it will be published in the next American Archivist.

The Tuesday afternoon program was devoted to the History of Administrative Institutions. Dr. Buck, of the National Archives, presided. Dr. Dallas D. Irvine of the National Archives gave a history of "The Archive Office of the War Department, Repository of Confederate Archives, 1868-1881." Though rather dry to listen to, this paper was an excellent example of the type of information the archivist must compile if he is to administer the archives effectively. The second speaker was Professor Leonard White of the University of Chicago, who described "The Program of the Special Committee on the History of Administrative Institutions." This committee was appointed last year by the Social Science Research Council. Members are Solon Buck, Roy Nichols (University of Pennsylvania), Julius Goebel (?) (Columbia University), James Hart (University of Virginia), Lloyd Short (University of Minnesota), John Goss (University of Wisconsin) and Professor White. The committee does not propose to conduct research itself, but to encourage research by others in the field. Among the topics mentioned were the development of public functions and offices; the nature and consequences of such interrelationships as those between the federal government and states and states and local governments; the growth and essential nature of public services; procedures; behavior; action and inaction; effect of pressure groups; the success and failure of all elements in government and reasons for the same; and the history of ideas about public administration. Such studies are of great interest and value to archivists.

Later in the afternoon we were taken about the city in buses. No dinner session was scheduled, but about twenty-five of us had an informal dinner party.

On Tuesday evening the Society of American Archivists held a joint session with the American Association for State and Local History. Dr. C. C. Crittenden of North Carolina, president of the latter organization, presided. Dr. Julian P. Boyd, Librarian of Princeton University read a brilliant paper on "The Historian's Concern with the Emergency." This provoked considerable heated discussion, as he took issue with the expressed opinions of Archibald MacLish, in defense of the ivory tower. The American Historical Association lost considerable prestige during the last war because its members let their emotions betray their concepts of historical truth, he said.

The second speaker was Dr. Emmet J. Leahy of the National Archives, who spoke on "Record Administration in Times of Emergency." As Dr. Leahy was one of the authors of the committee report on the same subject, what he said was about the same as the information given in that already published article, so it is unnecessary to summarize the paper. Incidentally, the archivist asked and received permission from the Council

to reproduce this report in whole or in part or otherwise use it in connection with our publicity program.

## American Association for State and Local History.

### First Annual Meeting.

The papers given by Dr. Boyd and Dr. Leahy at the Tuesday evening meeting represented the contribution of the Society of American Archivists to the joint program. Following the two major addresses Dr. Ronald F. Lee of the National Park Service discussed the "Emergency Protection of Historic Buildings and Monuments", and Mr. Sargent B. Child, "The Emergency Projects and Activities of the Historical Records Survey." Mr. Herbert A. Kellar was to have spoken on "The Collection and Preservation of Materials for the History of Emergencies", but declined because of the lateness of the hour.

The topic for Wednesday morning was "Raising the Standards of Historical Society Work." Dr. Arthur J. Larsen, Superintendent of the Minnesota Historical Society presided. The topic was discussed by Dr. Harlow Lindley, of the Ohio Archaeological and Historical Society; Mr. Henry James Young of the Historical Society of York County, Pa.; Col. Erskine Hume, Society of the Cincinnati; and Mr. Edwin W. Small of the Salem Maritime National Historical Site. Miss Grace Mute of the Minnesota Historical Society, scheduled to speak, was not present.

The luncheon meeting on Wednesday was presided over by Mr. Ernest E. Rodgers of New London, Conn. He called upon each one present to arise and introduce himself. The speaker was Loring E. McMillen, representing the Staten Island Historical Society. Mr. McMillen is an architect-engineer and his informal talk emphasized what an enthusiastic amateur can do towards building up a worthwhile institution by volunteer help only. The archivist left Hartford before the afternoon session began.

The meeting of the Society of American Archivists was stimulating and the papers among the most practical and worthwhile we have had. About 88 members attended. For the meeting of the American Association for State and Local History one can hardly say so much. They seemed to be talking about the same things they were discussing twenty-five years ago. This criticism, however, is probably not justified. While it was "old stuff" to a person who has been in close contact with the field for so many years, there were representatives present from small historical libraries who most certainly had never before attended a national historical meeting. This new organization is confronted with the problem of making programs of equal interest to the numerous small, non-professional historical societies and also to the large endowed or state supported institutions with professional staffs. It is probable that the professional historian must expect to give to rather than to receive benefits from this association for the most part.

# ARCHIVES - REFERENCE CALLS

October, 1961

<b>Routine Departmental Calls</b>	
General Assembly	9
<b>Secretary of State</b>	
Corporation Department	
Fee book	1
Index Cards	21
Reports	141
<b>Executive Department</b>	
Election Returns	20
Executive Register	1
Land Records	1
Official Bonds	1
Notary Bonds	2
Trade Marks	40
<b>Index Department</b>	
Deeds to State Property	1
Enrolled Laws	12
Correspondence	38
<b>Securities Department</b>	
Brokers' File	1
Closed Cases	4
<b>Historical and Genealogical</b>	
Hardin Monument Commission	7
Census Records	1
School Commissioners' Report,	4
1925-26	2
Lincoln volume	2
	<hr/> 309

**ARCHIVES - CATALOG DEPARTMENT**

**Catalog Cards**

Made by General Cataloging Department  
Records of Illinois volume

84

42

132

Made by Archives Cataloging Department  
Withdrawals

100

10

90

**Index Cards**

0

# ARCHIVES - DEPARTMENTAL WALT PASSES

October 1941

Auditor	15
Insurance	5
Liquor Control	4
Public Health	2
Public Works	1
Registration & Education	40
Secretary of State	
Court of Claims	1
Index	4
Executive	23
Security	4
Treasurer	75
Vital Statistics	17

200



ILLINOIS STATE LIBRARY

ARCHIVES DEPARTMENT

Report for November 1941

Accessions.

The following documents were deposited in November:

From the Index Department of the Secretary of State,  
deeds and abstracts to state property:

Alexander County Wildlife Sanctuary	16 documents
Cook County highway property deed to State	2 documents
Land in Carbondale for the Illinois State Normal University	<u>103</u> documents
	121 documents

Records of Judicial Election Nov. 4, 1941  
From the Corporation Department

1939 Corporation Reports	40,000 documents (est.)
1 Fee book: Railroad Corporation Index, 1924-40	1 volume

The Tax Commission and the Legislative Council both filed certain research data they had collected, but this has not yet been accessioned because the archivist has not found time to examine it. This will be credited on the next report.

Departmental Vaults

157 passes to departmental vaults were issued in November.  
(see Statistics)

Records were moved into Departmental Vaults as follows:

Secretary of State: Shipping Dept. Tally sheets for Cook  
county judicial election, 1941. (Vault 12W.1

Secretary of State. "Front Office."

Vouchers 1939-41. 9 drawers

Schedule of vouchers 1937-39

Duplicate pay rolls 1937-40

Report of pay rolls 1937-39

Statement of appropriations and balances 1933-35

Two additional filing cabinets were installed in one of  
the bays for this office.

Departmental Vaults (cont'd)

State Treasurer

Appropriation Cards for bienniums. 7 drawers

Archives Building

The Secretary of State's Multigraph Department continued the temporary use of the Photostat Room through November 14. The old photostat machine and equipment is still in the room. The Art Department retained the use of one corner for its dry mounting press. The use of the overhead lights for this mounting process interfered with the use of the photostat machine to a certain extent, because it upset timing calculations. While this did not cause serious inconvenience it did result in a certain amount of spoilage, and might be taken into consideration in planning future lay-outs of space in this room. This did not come to me as a complaint, but it should perhaps be mentioned.

The Art Metal Corporation sent a man to refinish the corporation index card cabinets and to finish installation of files for that bay. The cards were trimmed to fit by the State Printing Department, and have now been transferred into the new files.

Telephone 466, formerly serving the Reference Room, has been moved to the Emerson room for the use of Mr. McCoy. The telephone man was requested to attach the wires in the archivist's office to the telephone stand, but failed to do so.

The lock to Departmental Vault 10W was repaired, as only the Master Key would fit, due to a slipping of some of the cylinder pins. The head janitor's master key broke and was to be replaced.

Staff Work

Repair of documents: 84 pages, Peoria County census of 1855.

Lincoln documents. Dr. Pratt is still discovering new Lincoln items in our legislative files, chiefly documents in Lincoln's handwriting but not introduced by him. The archivist is somewhat skeptical of some of these, as one of the legislative clerks of the period wrote an almost identical hand. However, Dr. Pratt has in some instances, from outside sources, proved Lincoln's connection with the subject of the documents. We have decided to keep future Lincoln discoveries in folders in a box in the safe. The "Lincoln volume" is not working as well as hoped, because we have to take it apart so frequently. When Dr. Pratt finishes his research we will publish a list of Lincoln documents and perhaps be able to put them permanently into this Lincoln volume.

Translation of Perrin records. Completed the volume of records of the Magistracy of the Cahokias, 1779-1790. Mr. Houy worked only part time for us this month.

Calendar of Governor's Correspondence. 1050 letters of the years 1875-1876 have been completed by Mr. Hington.

Cataloging. Analyticals for General Assembly records for 1845-1847 have been completed. As with other cataloging, the number of cards reported as made does not give an adequate picture of the amount of work involved. Much of the printed material had already been cataloged. To these cards further explanatory notes must be added, and the manuscript copies and unpublished supplemental documents accounted for where possible, oftentimes involving a page by page collation between printed and manuscript copies. Illinois documents department call numbers are being added for printed materials. Archival analyticals involve somewhat more than in library cataloging because we made cards for missing records as well as for those in the files. This saves much time when we later get calls for missing documents, for our catalog shows whether or not a search has been made for them. For instance, if a patron asks for the report from an investigating committee, we should be able to state that the Journals show, for instance, that though such a committee was appointed and no report made.

#### Photographic Laboratory.

	<u>Exposures</u>	<u>Enlargements</u>
Governor's Committee on Taxation. Report 1941	68	340
Lincoln item : Springfield tax sales, 1834-39	34	68
Cemetery map, for Mr. Blood	2	34
Commissioners to select site for capital, Report, 1821	8	16
Lincoln items	24	48

The original copy of the Report of the Governor's Committee on taxation, 1941, was found by Miss Bailey in the files of the Illinois Legislative Reference Library. She borrowed the copy and we had copies made for her and for the archives. Recently, one of her patrons asked for the report of a recent commission on racial discriminations. The report was not printed and we have the original copy. The patron requested permission to copy the document. Because of the nature of the material, not all of which would please this particular patron, we preferred to have him use a copy, so we are having two copies made for Miss Bailey, one of which she can loan to the man. These are two recent instances which illustrate how the Illinois Documents Department and the Archives Department, working together, can cooperate to improve the service of both, and especially to fill in the gaps in our files.

### Reference Work

Several research projects which will involve the use of archival documents are under way.

Dr. Jenkins of the Library of Congress spent two days here filming all House and Senate Journals from 1812 through 1831 and all Council of Revision records. He used not only all our copies but also those of the Historical Library, making a careful collation to select the most perfect copies for filming. The Library of Congress is attempting to get complete film copies of all early journals of each state, and to complete its files of printed journals for later dates, resorting to film for those for which it cannot obtain originals.

The Finance Department is undertaking research on reorganization of the State Government. Mr. Criz, who is directing the work, is making extensive use of the indexes and notes on state government compiled by the Archives Department. He is finding the condensed state government (from history cards in catalog) very useful and urges that it be published. Before publication it would be necessary to expand it in places and to add bibliographical citations. Perhaps we should consider this, but it seems that for the present we should strive to bring our catalog of archival holdings up to date, since this historical information is usable for us in its present form.

Mr. Jay Monaghan of the State Historical Library is studying the history of the German vote in Illinois from 1848 to 1865.

Dr. Pratt is continuing his study of Lincoln in the General Assembly.

Mr. L. R. Grimm of the Illinois Educational Association is working on the history of teachers' certification in Illinois. He was given a photograph of the Lincoln resolution on teachers' certificates.

Miss Doris Repenter, formerly a member of the staff of the University of Rochester Library, and now a first year student at the University of Illinois Library School, spent one afternoon here. Miss Spencer of the Library School and Mr. Russell of Rochester sent her to the archivist for discussion of the possibilities for specialization in manuscript and archival work, and for advice about curriculum. Miss Repenter is more interested in the historical library field than the archival. She did not indicate an expectation of applying for a position here, but made a favorable impression. The Assistant State Librarian was not in the afternoon she was here, so there was no opportunity for an introduction.

The Archives Department is cooperating with the editor of the Blue Book in checking certain historical notes. The director of the Legislative Council has also consulted us on several occasions in matters concerning its own research and reference questions referred to it.

Staff Notes

The archivist has accepted appointment to the Committee on Preservation of Records against Hazards of War, headed by Mr. Collas G. Harris of the National Archives. She has been requested to collect data on what the various states are doing in this matter. Her own article on "Priorities for Archives: Illinois Experience" has been accepted for publication in the American Archivist.

Miss Katherine Turner, formerly of this staff, has been appointed Executive Secretary of the American Economic Foundation which presents the Sunday broadcasts, "Wake Up America."

Respectfully submitted,

meb

Archivist

Nov. 19, 1941

## BROADMAN PROCESS OF REPAIRING DOCUMENTS

The Broadman process of repairing documents was the result of experiments by Dr. Joseph Broadman of New York, who has a large newspaper collection on World War History. In essence this is the old Japanese tissue paper process long used by librarians for repairing newspapers. The document is covered on both sides by thin Japanese tissue paper, applied with paste. Dr. Broadman claims to have found a more satisfactory adhesive and to have improved upon and speeded up the method of application. Until the development of cellulose acetate lamination process, the Japanese tissue repair method was the cheapest in cost of materials, and this cost item was the chief argument in favor of its use.

The Japanese tissue and Broadman process are unsuitable for manuscript repair work because both result in marked diminution of the legibility of the document. It is doubtful if even newspaper could be photographed through it. Certainly the faded writing of many of the old manuscripts in the State Archives would not come through. The process was developed for newspapers. None of the literature issued by Broadman Process, Inc., gives sufficient description of the repair process to enable one to judge whether or not it might cause inks on handwritten manuscripts to run. The Broadman process is not suitable for use on archival materials. The attached sample, sent by the company, illustrates the impairment of legibility of documents.

ARCHIVES - ACCESSIONS

SECRETARY OF STATE, INDEX DEPT.

Deeds and Abstracts to State Property	121 documents
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SECRETARY OF STATE, CORPORATION DEPT.

Fee Book		1 volume
1939 Corporation Reports	Est.	<u>40,000</u> documents
		40,121 documents
		1 volume

# ARCHIVES - REFERENCE CALLS

## Routine Departmental Calls:

General Assembly	157
Secretary of State	
Accounting Dept.	1
Corporation Dept.:	
Index Cards	24
Reports	82
Executive Dept.:	
Deeds to State	
property	9
Criminal Records:	
Commutations	1
Records of State and	
County Officers:	
Notary Bonds	16
Official Bonds	2
Trade Mark	1
Index Dept.	
Election Records	26
Enrolled Laws	22
Securities Dept.	6
Sangamon County Records	1
Historical and Genealogical	34
Census Records	8
Mail Inquiries	14
Lincoln volume	<u>2</u>
	406



ARCHIVES - CATALOG DEPARTMENT

November 1941

Catalog Cards:

Made by Archives Department	388		
Withdrawals	<u>78</u>		
		Net	310

Made by General Catalog Dept.	176
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Name Index Cards

Miscellaneous	5	
Laws of 1845	811	
Private Laws of 1847	309	
Private Laws of 1849	<u>312</u>	
		Total 1437

PASS SLIPS ISSUED TO DEPARTMENTAL VAULTS  
DURING MONTH OF NOVEMBER

Architects & Engineers	1
Auditor	11
Commerce Commission	6
Insurance	1
Mines & Minerals	2
Public Instruction	3
Public Works	1
Registration & Education	44
Secretary of State	
Court of Claims	2
Executive	10
Index	6
Securities	2
Shipping	1
Supreme Court	1
Treasurer	46
Vital Statistics	<u>20</u>
Total	157

ILLINOIS STATE LIBRARY

ARCHIVES DEPARTMENT

Report for December, 1941

Accessions.

Secretary of State. Index Department. Election returns for November 4, 1941 for county officers and for the Cook County judicial election of that date, 26 documents.

The Legislative Council deposited the state employees' data sheets from which they compiled a report on education, salaries, possible pensions, etc.; also, the punch cards and a copy of the report. Dr. Isakoff says he thinks most of the data has been tabulated finally, but suggested that these working sheets might be deposited here subject to our discretion about destroying them after a period of years. The question as to the deposit of research data compiled by various state departments has come up in relation also to the State Planning Commission and the State Tax Commission. While such data does not come under a strict definition of archives as legal documents, it does have a potential historical value not only for the subject matter included, but also because of its influence on state legislation. It seems advisable to accept such data, but in receipting for the same we are reserving the right to destroy or otherwise dispose of the papers after a period of years. The State Tax Commission has been depositing the field notes for some of its WPA surveys. Because this has been coming in piecemeal we have not yet formally accessioned this material. Some of this does not look particularly valuable, but the Political Science Department of the University of Illinois is interested in it as potential thesis material, and would take it if we decided not to keep it.

The Index Department has deposited title papers to the Lee County Wild Life Sanctuary.

Departmental Vaults.

The Commerce Commission after some months of indecision as to what records to bring to their departmental vault finally moved in 471 drawers of utility leases, engineering permits, warehouse matters, etc., and 75 volumes of commission dockets. With the exception of the dockets, the records brought over are, though permanent legal records, less valuable than the "case records" originally authorized. The filing clerks convinced the new secretary of the Commission that the "case records" are too current in use to be transferred. The former secretary felt that their extreme importance called for the protection of the Archives Building and that that should outweigh a slight inconvenience of access. He planned to withhold twenty years, which should take care of current use. However, it is not within the province of the archivist to dictate to the departments concerning the care of their own records. The matter is merely mentioned here to call attention

to the fact that the archivist is on record in two places - original suggestion for suitable transfers to the archives, and original authorization for transfer of records to departmental vaults - as having advised the transfer of these more important records.

The Department of Public Instruction transferred State Aid Claims for the years 1883-1914, and General Correspondence for the years 1934-38.

The Index Department of the Secretary of State transferred correspondence for the year 1940, bringing in 45 transfer cases.

Most of the departments having important records have completed their transfers and are now transferring odds and ends and later files. The following important records have not yet come to the building:

Attorney General. The chief records of this office as shown by the inventories, are inheritance tax records. No transfers have been made because no equipment is available.

The Vital Statistics Division of the State Department of Public Health has not, I understand, moved in any but Cook County records, retaining in their own department the down-state records. Dr. Ledgerwood, former division chief, thought the downstate records should come, Dr. Woodruff says they should not. The "Master index" of vital statistics for all such records in the State in local and State records I suppose will never come to the archives, but I think we should provide for its transfer to the Archives in case of an acute emergency, and should address a letter to Dr. Cross offering to provide a place for this file if he so desires.

The Department of Mines had transferred its file of oil permits, but found it necessary to withdraw them because they proved to have greater current use than had been anticipated. When the division was moved to a downtown building the records were taken away. We were assured that this transfer was not in any way caused by dissatisfaction with the administration of the building. Two sets of current files would probably be brought to the Archives Building in case of an emergency: the mine maps (which will probably come in photographic form when the present survey and checking is completed), and the registration records for licensed miners, mining engineers, mine superintendents and inspectors, etc.

The State Architect has placed some records in his vault, but I do not know how complete a file of plans and specifications is up there.

The Civil Service Commission asked for authorization to transfer its records, but before this could be done the then Secretary, Dean Curry, resigned. The new permanent secretary has not yet been appointed and so it is not known whether or not he will recommend transfer of the files.

The Adjutant General has blown hot and blown cold concerning transfers to his departmental vault. A special vault for his

records was built in the Armory Building, and it is doubtful if he will make a transfer unless war conditions crowd his present vaults.

The Auditor of Public Accounts has filled his vault with warrant journals and warrant records. His most important records, notably the land records, and early miscellaneous records of historical interest only, are still housed in the Capitol. Some months ago, the chief clerk, Mr. Hardie, asked me how I thought Mr. Hughes would react to an application for additional vault space. I replied that I could not answer that question, but that my personal guess was that Mr. Hughes would say, "There is plenty of room in the archives vaults". I suggested that he recommend to Mr. Lueder the transfer to the archives of those historical records, particularly the internal improvement records, which he (Mr. Hardie) had specifically mentioned as having no further legal value. If such records were so transferred, I told Mr. Hardie I would recommend to Mr. Hughes and to the Assistant State Librarian, that additional departmental vault space be assigned to the Auditor. Since the Auditor of Public Accounts has the largest collection of records of any State official, such assignment of space would be proper. Since this conversation with Mr. Hardie, the Auditor has obtained legal permission from the General Assembly to destroy certain categories of useless records which he had refused to authorize for transfer to the archives. Whether or not this destruction of records provided sufficient space I do not know, but no application for an additional vault has been made so far as I am aware.

204 Vault passes were issued in December.

#### Staff Work.

General Assembly analytical cataloging has been completed through the year 1855.

A detailed checklist of House bills for the 1941 session has been completed. Of recent years the bills as received have come to us bit by bit, and not always in complete form. It seemed necessary to make an unusually careful check this year so that we can show that we did not receive everything. The most frequent lacunae are caused by a habit of tearing off the engrossed jacket of a bill which passed without amendments, filing this jacket with the original bill and using the engrossed bill as typed for the enrolled copy.

The first major shifting of files took place in December, when it was found necessary to reshift all the corporation reports to make room for the last accessions. This was accomplished without having to shift to another level. Eventually this file will probably occupy the entire third level of the vault. Substantial progress has been made in filing in the corporation reports last received, and most of the corporation index filing into the new cabinets has been completed.

No manuscript repair work was reported as Mr. MacDonald has been busy in the Receiving Room.

Mr. Hington of HRS has calendared in short form, 700 items in the Governors' correspondence. In his report, Mr. Hington neglected to state the years covered.

Mr. Houy translated five marriage contracts, averaging four to six pages each, from the Perrin collection. He worked only part time for us.

Mr. Hington and Mr. Houy have been temporarily withdrawn from the archives staff as all efforts of the HRS are being put on certain defense work.

#### Photographic Laboratory.

All territorial legislative records (journals, bills and miscellaneous), together with checklists of the same, have been microfilmed as a defense measure. Enlargements will be made for public use, since the originals are partly in fragile condition.

	Exposures	Enlargements
Legislative Report borrowed by Miss Bailey	135	270
Lincoln Items	42	
Territorial General Assembly		
1812-13 (1st G.A.)	452	
1814-16 (2d G.A.)	560	
	<u>589</u>	<u>270</u>

#### Exhibit.

A facsimile copy of the Bill of Rights (U.S. Constitution) replaced the Constitutions of Illinois in one of the Exhibit cases. The 150th anniversary of the passage of the Bill of Rights was celebrated in December.

#### Reference Work.

There has been a noticeable falling off in reference work of a non-legal nature. Only one other visitor besides Dr. Pratt used the archives for historical purposes, though there were some mail inquiries. This doubtless reflects popular preoccupation with the war. There is also a slowing down in State business in so far as new private enterprises are concerned, and this is also reflected in our reference statistics. The transfer of many calls to the Illinois Documents Department formerly handled by the Archives reference room has also affected our statistics adversely. The fact that we are producing fewer documents than in past years does not, however, imply that archival reference work is declining in importance and that our staff should be decreased. One reference call may be of great importance. For instance, we produced only one title record in December. That was used by the State Department of Agriculture in connection with the leasing of the State Fair Grounds to the Federal government for an air training school. We have helped the editor of the Blue Book by checking data, and have furnished copy to the library editor articles on archival phases of the State Library sections of the Blue Book. Our history of State government volume was in constant use not only by the archives staff but by Mr. Criz of the Department of Finance research staff.

8

Our indexing and closer analysis of files enables us to produce individual documents instead of larger groups of documents which have to be sorted through to find the information. For instance, an apparent decrease in census record calls will be noted. Formerly, it was necessary to produce several volumes through which the patron had to look; now, he usually gets his information directly from the name index and that is not recorded as a reference call. The true story of the effectiveness of an archives reference department is told through the quantity and quality of its finding media, not the number of documents produced. An analysis of reference calls will be found in the statistics.

### Visitors.

Visitors registered from 12 Illinois cities and towns, from Canada and from the States of Minnesota, Mississippi, New York and Oklahoma. Visits following the American Historical Association had been planned by the Posners and Miss Chatfield from Washington. Miss Chatfield spoke in New York instead, and the Posners cannot travel on account of the war.

### The Illinois Archives and The War.

Considerable thought has been given to the adjustments which should and must be given on account of the war. As a member of the Society of American Archivists' Committee on the Hazards of War, the archivist has been in correspondence with archivists and manuscript curators from all parts of this country. She presided at the joint luncheon conference of the American Historical Association and Society of American Archivists held in Chicago December 30, 1941, and discussed the problems personally with a large number of friends attending the convention. A report on these activities is appended to this report. It is probably too soon to have digested all the suggestions received, the following suggestions are made for the present:

No evacuation. There is considerable division of opinion as to the advisability of evacuation of archives. Maryland is evacuating because they feel the Naval Academy at Annapolis would be a too close military objective. The Library of Congress Manuscript and Rare Book Rooms closed December 23rd. Evacuation is in progress, because it is feared that a token bombing of the Capitol would hit at least the old building of the Library of Congress in which these two departments are housed. The National Archives is not evacuating, but is packing some of the State Department records, and has labelled all records for storage in sections 1, 2 and 3 (in order of security) within the building.

The Illinois Archives Building is of approved steel construction - that is, the vaults would probably still stand even if the walls were to be shattered by nearby explosions. European experience indicates that the heaviest bombing seldom penetrates more than 4 or 5 floors of this type of construction. From the angle of safety there is probably no better building in the State of Illinois than the Archives Building.

The Archivist is of course no military expert. While Springfield would be on a direct line towards Chicago and Detroit in case of air raids from Central and South American bases, the city

itself has not been designated as a defense area, and it is doubtful if the enemy would waste bombs around here. If that should occur, the situation would be sufficiently desperate that one would not know where to find a safer place. Possibly the greatest danger here would come from destroying the Spaulding Dam resulting in a flood. The building might also be used as an air raid shelter which might call for evacuation. Both these dangers seem sufficiently remote to make it appear advisable to leave the records as they are, especially in view of the old adage, "Two moves are worse than a fire".

A study of priorities was made several months ago. It so happens that the most important records are already in the safest places in the Archives Building. The only things which might need to be moved are the records in the 12th level departmental vaults, and the indexes and catalog records now in the offices and public catalog room.

The matter of records which ought to be in the Archives Building and are not has been discussed earlier in this report. In case of an emergency, it would be desirable for many of the current records in the various State offices, notably those in the Capitol, to be removed to the Archives Building as a safer place. The corporation charters in the Secretary of State's office and the land records in the Auditor's office come to mind most readily. It would be desirable to bring this possibility to the attention of the various state officials so that they could work out plans for such transfer. Since most State officials have taken office since Mr. Hughes' earlier letters inviting the transfer of archives, would not this be an opportune time to send out new letters? These letters would suggest that in case of an acute emergency it might be desirable to evacuate current records to the Archives building, in which case it would be necessary to have prearranged plans for selecting, packing and transferring. The officials might again be invited to make further use of departmental and archival vaults, etc.

Probably the best war program for the Illinois archives is a continuation of the present program of collecting, improving finding media, and publicity directed at conservation of local archives. In the latter connection, I again call attention to the desirability of starting to execute our program for the micro-filming of historical county archives, which are in particular danger of loss because of the demand for waste paper. I believe procedure and technical experience has now reached the point where this could be profitably undertaken, and at not too great expense. Transportation difficulties may prevent our undertaking this program if it is delayed too long.

Mention has already been made of the microfilming of early territorial records. Microfilming of important state records will continue. We should start unfolding, repairing and microfilming the enrolled laws. To do this efficiently, all three processes should progress at about the same rate. Probably Mr. MacDonald will be able to spend more time for mending in the next few months, but he cannot possibly do it all, and there seems to be no one else on the staff who would be able or willing to learn the process. It might be possible some one on HRS - possibly the two men who



have been working here - to do the work, but I would want to be sure they were entirely trustworthy (as these two are). Is there any possibility for help along this line?

The Perrin collection should be reclassified. While Mr. MacDonald can help with that, the archivist will have to do the actual technical classifying. It has seemed best to wait for the completion of the translation to undertake this work. In the meantime, Mr. MacDonald is able to locate any items as at present arranged. It seems more desirable to bring the cataloging of other records down to date before undertaking the work on the Perrin papers.

The recataloging of the archives collection has been discussed from time to time, so it is unnecessary to enlarge upon that work here, other than to say that as at present planned it will take at least another year. We have scarcely scratched the surface so far as indexing and analytical cataloging have gone.

For years we have been thinking in terms of publishing an encyclopedia of state government, which would be an enlargement of our present history card idea. Since the HRS expected to make historical studies of the various departments in connection with their departmental inventories, this idea for an encyclopedia was shelved. Since it now seems unlikely that the HRS can complete its program during the present emergency, it may be desirable to do more work along this line ourselves.

Probably we shall have to anticipate staff changes, and especially a decrease in the number of men on the staff as the war progresses. Therefore we are hoping to get as much of the heavy physical work as possible, completed at an early date. Above all, we shall continue to look for improved methods for the best protection of the State's business records.

Respectfully submitted,

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Archivist

MCN:mfm

AMERICAN HISTORICAL ASSOCIATION 56TH ANNUAL MEETING

Chicago, Dec. 29-31, 1941

The archivist attended the meeting of the American Historical Association held at the Stevens Hotel in Chicago December 29-31, 1941. The attendance was the smallest for many years, the registration being only about 850, and this included probably 100 or more from Chicago who did not attend all sessions. Few people from the East were present-- only three or four from the National Archives, no one from the Library of Congress. There was less fraternizing than usual, and people stayed through the sessions. This was the most serious minded meeting the archivist has attended, including those of World War I.

On Monday morning the archivist attended the session on Historical Materials, Herbert A. Kellar presiding. Prof. Edgar L. Erickson of the University of Illinois presented the paper, "A program for micro-copying historical materials." Dr. Erickson is the editor of the British sessional papers now being microfilmed. He presented a summary of the results of his recent questionnaire on what libraries are doing in the way of microfilming. The paper will be published, and of course it was impossible to get complete notes. However, here are some of the items he mentioned:

Dr. Erickson's check list contains some 4000 items.

Newspapers:

Dr. Schwegman listed the newspapers which have been micro-filmed in an article in the June 1941 Journal of Documentary Reproduction. 47 foreign and 121 domestic newspapers were listed as having been microfilmed. Harvard microfilms current files of 37 foreign newspapers,

beginning with 1937. The University of Chicago has films for Le Temps and 31 other newspapers. One half of the total number of domestic newspapers subsequent to 1830 have been filmed. Little has been done for newspapers of the 18th century.

University Microfilms of Ann Arbor has filmed all (American?) periodicals for the years 1741-1800, also revolutionary pamphlets and early agricultural journals.

University Microfilms has also filmed an "American cultural series" for the years 1493-1800; also is working on films for all English books published before 1800. This last is finished through the year 1550, but it is expected that it will take eight years more to complete the project.

Professor Ramsdall of the University of Texas has directed a systematic checking of all private papers, newspapers, books and archives relating to southern history for the years 1820-80. The operation of this project was described in the Journal of Documentary Reproduction a year or so ago.

Dr. Van Housen, librarian of Brown University is microfilming Lincoln material.

Mr. Boni is preparing a microprint edition of an "American Library of 1800 books."

Professor Leonard of Brown University is collecting films on Latin America for the colonization period. He has about 10,000 items. The New Mexico Historical Records Survey has filmed about 175,000 pages from Spanish and Mexican archives on New Mexico. The Library of Congress Indic studies concerning India. Twenty educational institutions and the government of India are supplying this material, chiefly medieval manuscripts. The American Council of Learned Societies is

filming Chinese medical books, gazeteers, etc. in the library at Peiping.

The Rockefeller Foundation provided in January, 1941 \$30,000.00 for filming in England. Dr. Kellar prepared a want list of 562 pages of titles. Films are sent to the library of Congress. A committee on this subject has been formed with Mr. Metcalf, Librarian of Harvard University, as permanent chairman. There is a sub-committee on selections. The University Microfilms is to handle the technical side. Dr. Esdaille manages the project in England. Seven cameras are working at present but there will soon be ten. The films are sent in diplomatic pouches to the Library of Congress and there have been no losses to date. Film duplicates are sold at cost and an additional \$100,000.00 grant has been made and another \$40,000.00 given for copying papers at Windsor Castle.

The Code hearings of N.R.A., of W.P.A., C.W.A., F.E.R.A., the Coast and Geodetic Survey, Social Security, Census records, the Soundex index to the 1910 census have been done; also indexes for the 1930 and 1930 censuses will be filmed.

The National Archives filming is influenced by the wants of historians rather than by space saving. They are now filming the Colonial Territorial papers in the State Department, also the papers on Indian affairs. They have an advisory committee.

The American Association of Law Libraries is sponsoring the filming of briefs and records of the U. S. Supreme Court after 1938; also law treatises before 1600.

On Legislative records. The Library of Congress has filmed the early session papers of North Carolina. Altho Dr. Erickson did not mention the fact, the Library of Congress is also filming early journals of other states. The University of Illinois is filming the

Assembly and Council journals of South Carolina and other states are filming their own journals.

The New York Public Library is filming material on labor reforms and socialism.

The American Historical Association is sponsoring the filming of British sessional papers starting with the 19th century. These are being issued over a five year period with contracts for payment to be spread over a ten year period. The New York Public Library has the largest collection at present, but other libraries are cooperating. Indexes are being corrected and a master control check list has been set up for collation and recording errors and for checking holdings by libraries. The prepublication prices will be \$1.25 per 1000 micro-print pages. The total cost will be \$5000.00 with a 50% increase for late subscribers.

The Historical Records Survey is filming for the Imprint Survey, also filming metropolitan and regional union catalogs.

There are, of course, a number of miscellaneous private compilations not mentioned in this paper. Dr. Erickson said that a union catalog of microfilms is badly needed. The Library of Congress and the Journal of Documentary Reproduction and the Special Libraries Association publish lists from time to time. Danton has started a union catalog. There will be a union catalog at the Library of Congress. The films for manuscripts will be filed in the union catalog, and the Library of Congress will publish this list.

For expediting future work in microphotography, systematic work should be done. First, there should be a national union catalog. Second, there should be a checking of library files for wants in the

United States. Third, there should be an inter-library loan system for films. And, fourth, duplication should be in accordance with needs. The problem is, first, the selection of materials and the demand for such materials. Second, the arrangement with firms and libraries for filming and depositing. Third, film copies should be accompanied by bibliographies. They should be properly collated and edited and, fourth, the financing is a problem. There should be a committee on micropublications set up composed mainly of historians. The purpose of the microfilming should be its preservation and use. They should prepare to issue the basic source materials which every research library needs. The basis for this collection will be government records, newspapers, business records, private papers, etc. There should be a geographic and period division. Government publications should be done for national executive and judicial departments first. State libraries should copy state and local documents for their own State. Many business houses are preparing master negatives themselves for their business records. A post-war program should be set up for European copying of ancient and medieval collections. Each project should be directed by a historical editor.

There are two reproduction processes, microfilm and microprint. Microprint becomes cheaper than microfilm when as many as ten duplicate copies are to be made. Other considerations than cost should be taken into account in deciding whether to use microfilm or microprint. Where pages are of uniform size microprint is better. Where they are of irregular size and badly faded, microfilming is better.

The financing cost may be borne either by foundations or by subscribers. It is probable that the foundations will help in filming in Europe after the war but not in this country. Film projects should be self-amortizing. The cost of overhead and the

expense of getting subscribers should be included. It is probable that this can be done by means of a revolving fund set up by some foundation. W.P.A. labor should be used where possible.

The economies of this are obvious. For instance, the session papers take 1000 feet of shelving. Microfilm copies of the session papers take 6 feet. Librarians estimate the cost of shelving to be \$1.50 per square foot per year and the binding of sessional papers to cost \$10,000. There is also initial saving in the purchase price. Microprint costs about half as much as microfilm when 25 copies are run off. Priorities should be given to materials which can be self-amortized. All this does not take into account the savings to scholars from having the materials he needs in his own library instead of his expenses in visiting a number of institutions to gain research material.

Microfilms and microprint also make the products of research more available cheaply. For instance, doctoral theses. The University microfilms is making microfilms of doctoral theses for 10 Universities who also publish abstracts. For \$50.00 a doctoral thesis could be microprinted and free copies given to all interested libraries.

### Discussion

Dr. Boyd, of Princeton University, led the discussion. He called attention to a paper by William A. Jackson, published in the Bibliography Society Bulletin with the title, "Limitations of Microfilm." He said he was speaking in defense of librarians. Librarians had wanted to cooperate in their acquisition problems for many years but because of demands by professors for completeness in their special fields in their own libraries, there has been a great deal of duplication.

Specialization agreements have been tried and libraries are going to try to do the same thing with microfilm. Dr. Boyd is sceptical as to whether they will succeed. He suggested that the committee draw up a long range program and approach 50 leading universities, asking them how much each will underwrite towards the program. He thinks the program could be financed that way. Dr. Morgan of Indiana University mentioned a number of microfilming projects in which university professors were individually interested. He suggested the compilation of a manual of dated papyri. This could be used in training graduate students in the use of classical and medieval manuscripts. Mr. Hale, of Newberry Library, spoke on the advantages of micropublication of theses. He said he thought that if there were the prospect of theses being published on a rather wide scale, the quality of the work would be improved. When the student has to bear the expense of printing, he tends to cut down on bibliographical work. With micropublication he could reproduce the material that he uses instead of giving a mere bibliography. Also, during war times it is going to be increasingly difficult to get publication. Micropublication will enable students to continue their work during the war. Dr. Schwegemann, of the Library of Congress, who was to have discussed the technical side of micropublication was unable to be present. Miss Adeline Barry pointed out that there is a whole range of techniques available to the student—that he need not be limited by microphotography or microprint. There should be no competition between the various forms of publication, either for original publication or reproduction. She suggested that if libraries would co-operate for the cost of one entire set of films if two positives and one negative were made, an entire set of films could be had in 100



libraries for the cost of one library getting the one set. Miss Kessler spoke of the importance of copying land records and vital statistics. Dr. Buck of the National Archives said that priority schedules for filming entire files had been made but this has been suspended except where special protection is needed. Instead of attempting to film their records they are, on the basis of calls for records, preparing to make films with editorial additions, such as introductions, footnotes, etc., instead of mere copies of the records. On the financial side, the National Archives looks upon its microfilming as a service project as well as a means of accessions. They keep master negatives and sell positives at the cost of the positive with no amortization figures. In other words they consider it as legitimate to spend time and effort in microfilming materials for their users as for any other type of reference work. Dr. Raney warned against the propaganda put out by Dr. Broadman in his advertisements for the Broadman process to the effect that microfilm is not permanent because it has some nitrate. Dr. Raney explained that it is true that nitrate film such as is used for movies is highly inflammable, gives off noxious gases and is unstable. It is used for movies because of its extreme flexibility. Librarians use acetate film because they do not require the same flexibility. This is permanent. A thin film of nitrate is used to bind the emulsion to the acetate film. The National Bureau of Standards has published specifications for archival film. Dr. Tate is publishing a paper on this subject in the next Journal of Documentary Reproduction. "How far are manufacturers observing these specifications?" Eastman, he says, are bettering the specifications. Microfilm is permanent, is not affected by temperature and has a

contraction of less than 1%. If you keep it at the proper degree of humidity, 50%, you will have no difficulties. There is no U. S. Bureau of Standards test for the Broadman process. Microprint uses a dye in an emulsion and is capable of permanence. Mr. Bomi rose at this point to explain that microprint meets the same tests as microfilm and that all contracts contain a clause requiring U. S. Bureau of Standards certification as to quality.

Monday P.M., December 29th

The Archivist attended the joint session of the American Historical Association and the Economic History Association on "Economic Controls in Time of War". Speakers were Mr. Buford Brandis, Jr., of the Federal Reserve Bank, Atlanta, on "Wartime Controls in England", and Chester W. Wright of the University of Chicago, on "American Preparations for War 1914-17, 1939-41". There was a joint session with the American Association for State and Local History at the same time. The announced topic for discussion was "Increasing the Membership of Historical Societies". That did not sound very interesting, but actually certain war aspects were discussed which made me regret the decision not to attend. The session attended was of personal interest rather than of value to the archives, so is not summarized here.

Monday Evening, December 29th

In the evening I attended the dinner of the Mississippi Valley Historical Association. Carl Sandburg presented "Some Informal Remarks", his thesis being that an historian must also be a poet. Dr. Edward P. Alexander, new secretary of the State Historical Society of Wisconsin read a paper on "Let's Study the History of Mudville", which expressed his credo for local historical work.

Tuesday Morning, December 30th

I attended the session on the Study of Local History, presided over by Professor Bessie Pierce of the University of Chicago. Speakers were: Mrs. Constance McLaughlin Green of Smith College, "Local Historical Research as a Basic Discipline in the Training of Social Scientists"; Dr. Bayrd Still of Duke University, on "Co-operative Research in Local History"; and Professor Louis Wirth of the University of Chicago on "Local History and the Sociologist". Mrs. Green among other things, described the research she is directing in the reasons for the industrial decline in the Connecticut Valley. Dr. Still contrasted the old commercialized county histories based largely upon stereotyped biographies, with recent studies such as the Wisconsin Domesday, the Pierce work on the history of Chicago, the Buck work on the history of Western Pennsylvania, and the Cleveland and Milwaukee newspaper indexes. Professor Wirth pointed out that there are some qualities of life which are unique features which have no counterpart in the national scene, and that a true understanding cannot be had of national psychology without a detailed study of its component parts.

The papers were intensely interesting, though possibly the only application to our work is the satisfaction of knowing that the recent swing of historical studies towards local history is bound to have a favorable effect upon better preservation of local archives.

secretary. This appeared in the Annual Report of the American Historical Association for 1919, volume one.

The chairman suggested the necessity for guarding against destruction of regular archives, especially local records, as wastepaper. She read a clipping from the Chicago Tribune of December 28, 1941, describing the discovery of a 700 year old charter of the de Mandevilles, holders of an extinct earldom in Essex, England, lost since 1640, which turned up among papers which a London solicitor submitted to the British Record Association asking permission to destroy. She commended the establishment of a committee on destruction created by the British Record Association which secured legislation requiring subaission of oldpapers before destruction even by private owners.

Dr. Buck said his committee is also working on a handbook for the rehabilitation of damaged materials.

The meeting closed after an expression of approval of Dr. Cappan's suggestions for the formation of state committees to collect non-official records.

#### Tuesday Evening, December 30th

The annual dinner of the American Historical Association was held on Tuesday evening. The presidential address on "The Age of Mabillon and Montfaucon" was read by Professor Lynn White of Stanford University. James Westfall Thompson, president of the Association, died in September, but had written his address some time before. The address was a monograph on historiography, and was deadly dull as presidential addresses are wont to be. It was of personal interest to me as a former student of Professor Thompson's.

#### Wednesday Morning, December 31st

After attending the University of Chicago breakfast, I attended the session on the "Entry of the United States into War, 1917". Professor Thomas A. Bailey of Stanford University read a paper on "The Issue of Neutral Rights in Retrospect", which he said was deliberately written to stir up controversy. His thesis was that history might have been different if Wilson had required the same observance of neutral rights by England as by Germany, and if he had been more realistic and had not insisted upon freedom of the seas when that was obviously impossible under modern war conditions. Mr. Walter Millis, of the New York Herald Tribune gave a paper entitled "Remarks on the Entry of the United States into the First World War", in which he contrasted the management of the foreign policies of Wilson and Roosevelt, commending, on the whole those of Roosevelt". Mr. Harley Notter of Washington was one of two who were supposed to discuss these papers but he was not present. Professor John D. Hicks lead off the discussion in a manner reminiscent of H. V. Kaltenborn in his most hysterical mood. A free-for-all discussion from the floor ensued, which was more amusing than instructive, so I left to make my farewells to friends who were leaving.

Conclusion. Although I have not had time to assimilate the discussions I heard formally and informally, I returned with a definite heightening of morale. My correspondence with other archivists had revealed a depressing lack of ideas as to what to do first, and a desire for a leadership which seemed not to be forthcoming. The meeting reassured us that definite progress is being made and above all that the various committees organized, even though some sneer at committee ineffectiveness, are giving us guidance and leadership.

Respectfully submitted,

## APPENDIX

## NOTES

**ARCHIVES - ACCESSIONS**

**December 1941**

**LEGISLATIVE COUNCIL**

**State Employees data sheets, 1941** **3 drawers**

**Tabulating punch cards for same** **2 drawers**

**SECRETARY OF STATE**

**Index Department**

**Election returns, 1941** **25 documents**

**Deeds and abstracts** **10 documents**

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**total** **3 drawers**  
**35 documents**

# ARCHIVES REFERENCE

December 1941

## Routine Departmental calls:

### Secretary of State

#### Corporation Department

Annual Reports	103
Index cards	14

#### Executive Department

Executive file	4
Governors' correspondence	4
Criminal records (Extradition)	1
Land Records	1
Records of State and County officers	5
Notary bonds	5

#### Index Department

Correspondence	1
Election records	6
Expelled laws	16
Deeds and abstracts to State	
Property	1

#### Securities Department

Closed cases	1
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#### General Assembly

36	
<hr/> 197	<hr/> 197

## Historical References, etc.

*Mail Inquiries	13
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Genealogical	3
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#### Legislative Reference Bureau

2	
<hr/> 18	<hr/> 215

\*Exclusive of 36 letters addressed to archivists concerning emergency care of records.

# ARCHIVES - CATALOG DEPARTMENT

December 1941

## Catalog Cards

### Made by Archives Department

HRS publications

55

### General Assembly records

1849	148
1849 - 2d s.	53
1851-52	111
1853	88
1854-55	86
	486

Withdrawals 143  
net

313  
368

### Made by General Catalog Dept.

74

### Name Index Cards

Laws 1848-49

1445



**ARCHIVES**

**DEPARTMENTAL VAULT PASSES**

**December 1941**

Auditor of Public Accounts	17
Illinois Commerce Commission	25
Illinois Liquor Control Commission	3
Insurance Department	11
Mines and Minerals Department	2
Public Instruction Department	4
Rehabilitation Division	1
Registration and Education Department	51
Tax Commission	2
Treasurer	51
Vital Statistics Division	
Public Health Department	17
Secretary of State	
Executive Department	15
Index Department	2
Securities Department	3
Total	<u>204</u>

ILLINOIS STATE LIBRARY

ARCHIVES DEPARTMENT

REPORT FOR JANUARY 1942

Accessions.

Accessions have again been routine this month. They include: 5 "Closed Cases" from the Securities Department; Entries and Premiums of the 1940 State Fair; Senate bills for the special session and deeds and abstracts for three pieces of state property. The State Treasurer has invited us to recheck his inventory with a view to possible transfers to the archives.

Departmental Vaults.

Transfers were reported by the Receiving Room as follows:

Secretary of State's Executive Department: All 1941 records, including Notary bonds, Trade marks, Executive file, Extradition papers and Certificates of qualification.  
Superintendent of Public Instruction: Correspondence re State Aid, 1914-26; Teachers' Retirement System Correspondence, 1940.  
Registration and Education Department: General Correspondence, 1940.

164 departmental vault passes were issued in January.

Staff Notes.

Beginning January 12 the old 8:30 to 5 schedule was resumed.

Mr. Roy Scott was transferred from the Archives Department on January 30 at the request of the archivist.

Miss Frances Partridge has been working in the Repair Department from 2 to 5 P.M., Mondays through Fridays since January 12.

The archivist accepted reappointment to the American Historical Association's Committee on Archives, but declined to serve as chairman again. Dr. Emmet Leahy of the U.S. Navy Department is the new chairman.

Staff Work.

Mrs. McFadden has been unfolding, typing folders and filing away Senate bills for the regular and special session of 1941.

Mrs. Nelson reports that she has filed three sets of corporation cards together for final filing through the letter J. She has final filed 1939 corporation reports through "American Pr." She has finished filing the numerical file of 1939 corporation reports.

## Staff Work (cont'd)

Mr. Wetherbee reports, in addition to his usual miscellaneous reference and cataloging duties, having finished unfolding and filing State's Attorneys bonds and State Contractors bonds, and has started the State Officers and Miscellaneous bond file. He also started unfolding Enrolled Laws in preparation for the filming, but these have so many parts that might get separated that it is impracticable to leave them unfolded unless we can get separate folders for each bill.

Mr. Scott finished indexing the names in the first three State Treasurer's records. These have not yet been checked, however.

The archivist finished the analytical cataloging of General Assembly records through 1860, but spent most of the month on defense activities. Most of this work was done in connection with the needs of the State Committee on Conservation of Cultural Resources of which Secretary of State Hughes is a member. Reports were prepared on the following topics: State records recommended for special care in war time; List of state parks and memorials (with names and addresses of custodians); List of privately owned historical homes and monuments; List of portraits in the Capitol (for which state appropriations were made--this list originally compiled at the request of Herbert Georg, the photographer); Report on War Protection for the Archives Building (copy appended); Summaries of reports on what other archivists and manuscript curators are doing in the emergency. The archivist is in active correspondence with about 50 archivists and others in closely related fields on this subject. Other data previously prepared for other purposes was typed for use by the Committee. Bibliographies have been checked and publications on conservation of cultural resources ordered.

## Repair Department

### Pieces Repaired

Perrin Collection	116
Governor's Correspondence, 1889-90	30
State Census of 1856, completed v.14.	<u>40</u>
	186

Two boxes of Enrolled Laws beginning 1812 have been completed since the staff report date of January 20. A report on the number of pieces will be included in next month's summary.

Mr. MacDonald has taught Miss Partridge to mend, and also, at Mr. Angle's request, Mr. Spears of the State Historical Library. Some years ago he also taught several other members of the Historical Library staff, but they have no one left, so Mr. Angle wanted some one else to learn the process.

Photographic Department

	Exposures	Enlargements
Maps of Illinois (McCoy)		28
World War Food Pamphlet (Miss Bailey for State Council of Defense)	124	248
Lincoln items (archives and Dr. Pratt)	<u>12</u>	<u>24</u>
	136	300

Mr. Hansen has also been assisting Mrs. Nelson in stapling Corporation Reports, working some days as much as half time.

The filming of Enrolled Laws has also started. Since Mr. MacDonald has not repaired enough for one roll of film of the earliest records, he has started with 1901. The procedure will be as follows: At the beginning of each film there is a sign in legible type: Enrolled Laws. 1901. Box \_\_\_\_\_ File \_\_\_\_\_ to Box \_\_\_\_\_ File \_\_\_\_\_, Roll no. 1. Each Bill will start with the original shuck (which gives filing marks and other data) on a separate frame, followed by the pages of the manuscript. These shucks being about 4" x 10" in size as contrasted to the legal size of most documents, will stand out as dividing markers between bills.

Reference Work

Reference work continues slow. Dr. Pratt continues to be a constant visitor. Mr. J. C. Cross of Carbondale, a Ph.D. candidate from the University of Illinois is writing a thesis on "Civil War Disaffection in Southern Illinois." He checked the soldier vote for 1862 and the Executive Register, but we seemed to have nothing else that he found useful. A Chicago attorney checked the history of the 1889 Chicago drainage canal bill in connection with Chicago's application for greater flow of water for the drainage canal. An F.B.I. agent checked communist election petitions for the past ten years. One copy of our catalog rules was sent to the Columbia University Book Store. A copy of the archivist's report on one of the Chicago A.H.A. sessions was sent to Dr. Erickson of the University of Illinois for a report he had to make. A list of "Illinois Firsts" was compiled for the editor of the Blue Book. An elaborate questionnaire relative to State censuses was filled out for the U.S. Census Bureau.

Visitors

Very few visitors signed the register in January. Most were from St. Louis. One was from Ontario. One each came from Wilmette and Cicero, the rest were from Springfield.

Respectfully submitted,

# ARCHIVES - ACCESSIONS

January 1942

	No. Docs.
Secretary of State	
Index Dept.	
Deeds and abstracts	
(3 tracts)	22
Securities Dept.	
Closed Cases	25
Agriculture Dept.	
Entries and premiums, 1940 State Fair	1 pkg.
General Assembly	
Senate Engrossed Bills	<u>12</u>
	34 documents
	1 pkg.
	5 pkgs.

\* 5 Case records. Number individual documents not estimated.

# ARCHIVES REFERENCE

January 1942

Routine Departmental Calls	
Secretary of State	
Corporation Dept.	
Annual Reports	85
Index Cards	16
Executive Dept.	
Executive Appointments	7
Executive Register	1
Extradition Records	3
Notary Bonds	10
Trade Marks	2
Index Dept.	
Deeds to State Property	16
Election Records	16
Enrolled Laws	13
Securities Dept.	
Closed Cases	30
General Assembly	48
Historical Reference, etc.	
*Mail Inquiries	11
Genealogical	2
Lincoln Collection	1
	<hr/>

261

\* Exclusive to 35 letters addressed to archivists re defense program

ARCHIVES - CATALOG DEPARTMENT

January 1942

Catalog Cards		
Made by Archives Department		
H. R. S. Publications		45
General Assembly records		
1881	1	
1883	1	
1884	1	
1885	102	
1887	144	
1889	<u>208</u>	
	456	
Withdrawals	<u>77</u>	
		<u>381</u>
Made by General Catalog Dept.		426
		13
Name Index		0

# ARCHIVES DEPARTMENTAL VAULT PASSES

JANUARY 1942

Auditor	22
Commerce Commission	4
Civil Service Commission	1
Insurance Dept.	5
Dept. of Registration & Education	46
Dept. of Public Instruction	2
Teachers' Retirement	2
Div. of Rehabilitation	1
Secretary of State	
Executive	12
Index	4
Securities	3
Supreme Court	1
Treasurer	37
Div. of Vital Statistics	<u>24</u>
	164



## **ILLINOIS STATE LIBRARY**

### **Archives Department**

**Report for February, 1942**

#### **Accessions**

The engrossing and enrolling clerk of the House of Representatives sent over 23 House Bills for the special session.

Deed records pertaining to 4 pieces of state property, 17 documents in all, were deposited.

From time to time the State Tax Commission has been depositing data collected by its research projects on Drainage District Organization and Finance, 1878-1937, and Receipts and Disbursements Data for Downstate Cities. This has not been accessioned until recently when the file seemed completed. Since this is research data, not legal records, it was accepted with the proviso that it may be destroyed or otherwise disposed of after a period of years, with the consent of the Commission. While this data has been pretty thoroughly exploited by the Tax Commission, the political science faculties of the Universities of Chicago and Illinois have expressed an interest in its possible further basis for research studies by their graduate students. The Tax Commission felt the archives was the proper place for this material to be kept.

The bound copies of the printed bills for the 1941 session of the General Assembly have also been received. These copies are properly classified as archives since they represent one of the legal steps taken in the process of passing bills and are most frequently scanned from the point of view of locating typographical errors. It is surprising to find such "errors" rather frequently. The 1937 law which requires that amendments to wording be printed in Italics cuts down the possibilities for serious changes in laws made through carelessness or intentional "error".

#### **Departmental Vaults**

The State Treasurer transferred 10 drawers of correspondence re the Inheritance Tax, covering the years September, 1923 to January, 1940.

The Auditor transferred 45 volumes of Warrant Journals for Veterans Service Compensation.

165 passes to Departmental Vaults were issued in February.

#### **Staff News**

Mr. George Reichle, watchman on 10 P.M. to 8 A.M. shift at the Archives Building for the past two years, died on February 26. A passer-by found him lying unconscious on the Archives steps

several days before. He had suffered a stroke on his way to relieve the other watchman. This emphasizes what has been so often urged--that it is unsafe to have only one aged man on duty alone in the Archives Building. Had Mr. Reichle been stricken half an hour later he would probably not have been found until the next morning.

### Staff Work

Some of the staff reported the completion of a major task, though all have continued their usual tasks. Mr. Netherlee reports having finished unfolding all bonds for state officers and miscellaneous bonds and to have begun on later state contracts.

The archivist is bringing the departmental history volume down to date. The 1941 General Assembly appeared to be a quiet session, but it passed an unusual number of acts affecting the powers and duties of state departments, besides creating the new Department of Public Safety which took over duties from the Departments of Public Welfare, Public Works and Buildings and Insurance. The history of state governments volume compiled in 1938 was limited to names and data on the various state departments. It is being expanded to giving the history of the administration of the principal functions of state government. For instance, to list the various types of regulation of oil, by when this is done and since when. Also certain subject information such as the dates legal holidays and "Special Days" were created, and other information frequently sought and time consuming to look up. This work will take at least another month, but will greatly add to the value of the volume. Mr. Gris, of the Finance Department, borrows the volume frequently in connection with his work.

### Photographic Laboratory

School libraries (Miss Long)

3 contact prints

Constitution of 1818  
Lincoln items  
Publicity work (McCoy)  
Enrolled laws (1901)

#### Exposures

#### Enlargements

	1
4	8
2	2
<u>66</u>	<u>      </u>
630	11

The facilities of our dark room were extended to the Chicago Sun photographer on the occasion of the Lord Halifax visit. Mr. Wilkins of the Automobile Department accompanied the photographer.

## Repair Department

Enrolled Laws, Box 11 #380  
(1912) - Box 21 #722 (1819)      548 pieces

It will be noted that Mr. Hansen began copying in the middle of the enrolled laws. The reason for this is that at the time he started Mr. MacDonald had not completed repairs on enough documents for one roll of film. Mr. Hansen will finish one year, then begin on the earlier ones until he catches up with repairs, then switch back to the later years.

## Publicity

The Archives Department has made a better showing in the field of publicity than elsewhere.

Lists of categories of records recommended for special protection in times of war were mimeographed. The lists of state records have been circulated to all archivists, and those for county records sent not only to archivists but to all county clerks, circuit clerks, probate clerks and recorders in Illinois. Enthusiastic replies have been received from the archivists, but not one, to date from a county official. Dr. Coleman requested permission to reprint the county list in the Indiana History Magazine.

An article entitled "Establishing Priorities for State Records: Illinois Experience", by the archivist, appears in the January 1942 issue of the American Archivist just issued.

The Illinois Bar Journal for February 1942, contains an article by Dr. Harry E. Pratt, entitled "Lincoln's Petitions for Pardon", based upon the 20 original petitions to the governor found in the archives file. Two facsimiles illustrate the article. The petitions are listed in detail, with historical notes and comments.

Mr. Wetherbee located a bond for Benjamin S. Enloe, as warden of the Alton penitentiary in 1837, on which Abraham Lincoln and nine other prominent men were securities. Dr. Pratt also wrote up this story for the newspapers as a Lincoln's day item.

Mrs. Bertha L. Twitchell, state historian of the D.A.R. will hold an exhibit at the state meeting of the society at Peoria, March 19-21. The Society is marking the site of the signing of the first Constitution of the State. We furnished Mrs. Twitchell a copy of the Constitution of 1818 and a photograph of the first page of the original manuscript.

The mailing list for Illinois Libraries was checked and twenty names of archivists or archival agencies added, also corrections made on account of changes in personnel.

Exhibit

The copy of Science and Health recently presented by the  
Becatur church was placed in the Archives Museum as the best place  
for display.

References

An unusually small number of requests for historical information were answered during the month. However, an average of two letters were sent to and two received from most of the archivists in the country, in connection with the War committees. Requests were received for two copies of our catalog rules. Mr. Speer, secretary of the State University of Montana sent a copy of his classification scheme for university archives for criticism. Mr. Peckham of the University of Michigan requested a copy of the Columbia syllabus on archives for use in connection with his proposed course on manuscript ownership. Mr. Endicott Maryland, requested a more detailed explanation about our policy with regard to not centralizing county records. The close contacts with other archivists afforded by our war activities are proving interesting and stimulating. Copies of important reports on war activities in other states have been sent to the desk of the Assistant State Librarian as fast as they have come in.

Respectfully submitted,

\_\_\_\_\_  
Archivist

**ARCHIVES - ACCESSION**

**February 1942**

**GENERAL ASSEMBLY**

**House Bills**

**23 documents**

**SECRETARY OF STATE**

**Deeds to State Property  
4 pieces of property**

**17 documents**

**STATE TAX COMMISSION**

**Madison District Organization  
and Finance, 1898-1907**

**5 drawers  
3 volumes  
14 rolls film  
(about 800 ft.)**

**Receipt and Disbursement  
data for Illinois cities  
other than Cook Co.**

**14 drawers**

**40 documents  
12 drawers  
3 volumes  
14 rolls film  
(800 ft.)**

**ARCHIVES - ACCESSION**

**February 1948**

**GENERAL ASSEMBLY**

**House Bills**

**23 documents**

**SECRETARY OF STATE**

**Deeds to State Property  
4 pieces of property**

**17 documents**

**STATE TAX COMMISSION**

**Springfield District Organization  
and Finance, 1870-1887**

**5 drawers  
5 volumes  
14 rolls film  
(about 800 ft.)**

**Receipt and disbursement  
data for Illinois cities  
other than Cook Co.**

**14 drawers**

**40 documents  
19 drawers  
5 volumes  
14 rolls film  
(800 ft.)**

# ARCHIVES - REFERENCE

February 1942

## Routine Departmental Calls

### Secretary of State

Corporation Dept.	
Annual Reports	62
Index Cards	17

Executive Dept.	
Executive File	1
Official Bonds	4
Notary Bonds	7
Trademarks	4

Index Dept.	
Correspondence	1
Needs to state property	2
Enrolled Laws	16
Election Records	27

Securities Dept.	
Closed Cases	1

General Assembly	20
------------------	----

Insurance Dept.	
Annual Reports	2

Historical and Genealogical	
Genealogy	5
Lincoln records (all)	1
Mail Inquiries	11

179

**ARCHIVES - CATALOG DEPARTMENT**

**February 1942**

**Catalog Cards**

**Made by Archives Dept.**

**H.R.S. publications**

**38**

**Made by General Catalog Dept.**

**102**

**Name Index**

**Lists of 1947**

**548**



**ARCHIVES - DEPARTMENTAL VAULT PASSES****February 1942**

Auditor	12
Commerce Commission	10
Court of Claims	1
Insurance	30
Liquor Control	3
Public Instruction	1
Teachers' Pension	1
Rehabilitation	1
Registration & Education	34
Secretary of State	
Executive	14
Index	1
Securities	2
Supreme Court	1
Treasurer	34
Vital Statistics	<u>20</u>
	166

ILLINOIS STATE LIBRARY

ARCHIVES DEPARTMENT

Report for March, 1942

Accessions

The Corporation Department transferred the 1939 file of annual reports of "Not for Profit Corporations".

The Department of Public Welfare deposited the original type-written manuscript of its "Manual of Business Methods for the Department of Public Welfare", also a printed copy.

The Secretary of State deposited 7 documents relating to its title to the north half of the Capitol grounds. When the controversy over the placing of parking meters on Second St. arose, it was discovered that the State does not possess the original deed and other title papers. Certified copies of county and city records have now been placed in the file.

Departmental Vaults

The following records have been transferred to Departmental Vaults:

Public Instruction Dept.: Correspondence relating to State Aid to Schools, etc. 1930-37

Public Health Dept. Vital Statistics Division. Down State Deaths, 1938-39. 216 vol.

State Treasurer. Remittance Letters. 1935-37.  
5 drawers

The Commerce Commission moved about 200 drawers of authorized records.

Staff Notes

Mr. Hansen was absent on reserve militia duty March 7 to 30. Winfred Helm took over the Photographic Laboratory for a part of the time.

Mr. MacDonald resigned effective April first. He was given a week's vacation, so his last day in the Archives was March 23d. Mr. Hansen is taking over the Receiving Room temporarily, through he should not be taken from his work for large transfers. At the time Mr. MacDonald left, the Commerce Commission were in the midst of moving in their files. Fortunately the Commission was using one of the H.R.S. men who had worked with Mr. MacDonald before and who knew

how to operate the fumigator. The transfer was completed smoothly according to Mr. Barr, the Secretary, to whom the situation was explained. The Agriculture Department is working on its files, but will probably not be ready to transfer for some time. No large transfers are contemplated for the immediate future, so far as is known.

Miss Frances Partridge is working five afternoons a week in the repair department. She has not had much experience as yet, but will be able to carry on, especially since the records now being repaired are not in bad condition. She has been given several articles on repair work to read.

### Staff Reports

There is a marked decrease in the number of non-governmental use of the archives, probably due to the war. The deeds records have been quite active, particularly those relating to the Fair Grounds. The F.B.I. have again used Communist Petitions in the election files. Qualitatively the records are used as importantly as ever.

The archivist is working on a thorough revision of the history of State departments volume. This is going rather slowly because bibliographical citations and subject cross indexing are being added, and descriptions of major departments are being rewritten and somewhat expanded. There is a definite demand for publication of such a volume and it is hoped a preliminary mimeographed edition can be ready in a short time.

The H.R.S. has been discontinued for the duration. Work sheets, editorial notes, etc., are to be deposited in the State Archives, and are to become the property of the Archives if the work is not resumed within two years after the close of the war.

The city engineer of Springfield used our Recordak projector to check and catalog the films of the city's engineering records. The most important of these films are to be duplicated and Mr. Lorsch has indicated that he will ask permission to keep these duplicates in the Archives film vault.

We are finding a few certified copies of printed session laws replacing lost original enrolled bills. Mr. Wetherbee is checking the General Assembly records in each such case. He found one 1823 law reported lost since 1874, but to date this is the only one found in the General Assembly files.

The chairman of the National Committee on Conservation of Cultural Resources, Mr. Collas G. Harris of the National Archives, has asked permission to use our list of State Records Recommended for Especial Protection against the Hazards of War, in its next publication.

Repair Department

401 documents were repaired in March, being Enrolled Laws through the year 1823 (thru Box 25 No. 920)

Photographic Laboratory

	Exposures	Enlargements
Enrolled Laws		6
1819	400	
1901	600	
Miscellaneous, for Mr. McCoy	<u>12</u>	<u>24</u>
	1062	30

Respectfully submitted,

Archivist

**ARCHIVES - ACCESSIONS**

**March 1942**

**Documents**

**Secretary of State**

**Corporation Dept.**

**"Not for Profit" Reports, 1939**

**about 10,000**

**Index Dept.**

**Deeds (1 case)**

**7**

**Dept. of Public Welfare**

**Manuscript for "Manual of Business  
Methods"**

**1 vol.**

**10,007 documents  
1 volume**

**Please note that total number of drawers for General Assembly  
records is now 223, including**

**The 1939 records, 11 drawers**

**The 1941 records, 12 drawers**

# ARCHIVES REFERENCE

March 1942

## Routine Departmental Calls

General Assembly	17
Secretary of State	
Corporation Dept.	62
Annual Reports	63
Index Cards	18
Executive Dept.	
Records	5
Records of State and County Officials:	
Notary Public	11
Trade Marks	4
Index Dept.	
Correspondence	1
Elections	36

## Historical and Non-routine

F.B.I. Investigation	1
Historical	8
Genealogy	5
Mail Inquiries	6
Archival Technique	5
	<hr/>
	186

**ARCHIVES - CATALOG DEPARTMENT**

**March 1942**

**Catalog Cards**

**Made by Archives Dept. 34**

**Made by General Catalog Dept. 84**

# ARCHIVES DEPARTMENTAL VAULT PASSES

March 1942

Auditor	17
Commerce Commission	5
Court of Claims	3
Insurance Dept.	23
Liquor Control Comm.	2
Public Instruction	1
Teachers' Pension	3
Registration and Education	52
Secretary of State	
Executive	13
Index	6
Securities	1
Tax Commission	1
Treasurer	30
Vital Statistics	29
Public Works & Bldgs.	<u>1</u>
Total	198



# ILLINOIS STATE LIBRARY

## ARCHIVES DEPARTMENT

Report for April, 1942

### Accessions:

Accessions for the month of April were 18 documents relating to 3 Deeds to State property; 23 bills of the 1941/42 special session of the General Assembly, from the House; and the 38 volumes of House and Senate Journals for the last regular and special session.

The Historical Records Survey has been suspended on account of the war. At the request of the State W.P.A. office the State Library has agreed to house their unpublished research data, with the understanding that this material passes into the legal custody of the Archives Department within two years after the close of the war; if the project is reopened the material may be demanded by W.P.A. or its successors. All data in the Springfield office has already been transferred to the Archives vaults. Mr. Blood is supervising the selection and filing of papers in the Chicago office, and is preparing a report on the exact status of H.R.S. which will be submitted later.

Of this material, that which is of immediate use is a series of transcriptions of the county commissioners' proceedings for all counties. This is the most important single county record. As soon as these records are received it is proposed to check them for completeness and to type and index the earliest volume for each county. We should arrange for Mr. Hansen to copy photographically any missing numbers. Thus, at relatively small expense to us, we shall have a record of exceptional value and frequent use. How accurate these transcriptions will prove to be is uncertain, but the inaccuracies will probably be of minor consequence in comparison with the substance of the information.

### Transfers to Departmental Vaults

Auditor of Public Accounts: 3 volumes of ledgers 1935-37, 2 volumes of warrant Journals 1940-41.

Dr. Pratt has recently had occasion to check through the Internal Improvement Records in the Auditor's office. We gave him a list of the records in this category. Dr. Pratt says all are in their Departmental Vault. These records were ordered to be sent to the Treasurer's Office when the Board of Internal Improvements was discontinued about 1842. For many years they were supposed to be lost, but the H.R.S. inventory found them in the Auditor's office. These records are occasionally asked for by historians. They have absolutely nothing to do with the work of the Auditor's office and never did have and he could not legally certify to copies. Mr. Hardie at one time promised to transfer them to the Archives if he could get

Mr. Lueder's authorization. At least they are in the Archives Building and they may get into the Archives eventually. 21 volumes and probably one drawer full are involved.

Several departments are contemplating moving records into their vaults. The Civil Service Commission, one of the few departments having records of major importance yet to come, now have their records in shape for transfer, but are holding off temporarily because of pressure of their business.

In 1940 we authorized the transfer of a large number of records from the Finance Department. Since that time legislation has been passed authorizing the destruction of most records of that department after 3 years. Recently Mr. Elsner phoned the archivist that the Department wished to begin making transfers. The Liquor Revenue Commission are particularly anxious to transfer some of their records. Although the law authorizes the destruction of their records they are dubious about the advisability of such destruction until the Division has had more experience with the possible future legal use of the records. After viewing samples and discussing the matter in some detail with Mr. Scobbie, chief clerk of the division, the archivist issued an authorization for emergency transfer of these records, subject to review within one year after the close of the war. A copy of this letter is appended.

The Securities Department of the Secretary of State transferred 2 drawers of their Closed Cases to their vault.

The Insurance Department is making its annual transfer, about 80 drawers coming over.

116 passes to Departmental Vaults were issued during the month.

#### Photographic Laboratory:

Mr. Hansen returned to duty on March 31 after a tour of duty with the Illinois Reserve Militia.

	<u>Exposures</u>	<u>Enlargements</u>
Enrolled Laws #15131-15390, 1903-05	1980	
Camp Library Pictures for Mr. McCoy	<u>14</u> 1994	<u>28</u> 28

#### Reference Work

Mr. Clarence A. Fricke, a W.P.A. supervisor has asked for assistance in locating research material for a history of the State Department of Public Health which he is reviewing.

### Reference Work (cont'd)

Another lost enrolled law was discovered by Mr. Wetherbee in the 1831 General Assembly records.

Dr. Roy Nicholls of the Pennsylvania Historical Commission asked for plans of the Illinois Archives Building and other information which would be helpful in making a long range program for the Pennsylvania archives.

Mr. David Davis, a former member of the General Assembly from Litchfield came in one day to consult a 1941 House Bill. He was astonished when it was produced promptly, and said that when he was a member the legislative records were in the basement and it took hours to locate a given document. Sometimes we seem to be spending a great deal of time analyzing and filing records that nobody may ever want to see, but it is gratifying to be able to produce them when they are called for.

### Repair Department

Miss Frances Partridge is working in the Archives Repair Department from 2 to 5 P.M. Mondays thru Fridays. She reports work for April as follows;

52 Enrolled Laws, 1823	127 pieces
3 Geological Survey Maps	3 "
Mixon township map book	
Chiffoned	8 "
	<u>138</u> "
Tissue on tears	15
Repacked on old backing	3

### Staff Notes

The Archivist attended the regional conference of librarians at White Pines Forest on April 15th; and addressed the Robinson Woman's Club on April 27th. She also wrote a review of the National Archives Manual for Government Officials, for Library Journal.

### Staff Work

Mr. MacDonald's resignation has called for a certain rearrangement of staff work. Mr. Hansen has taken over the Receiving Room in addition to his regular work, but departments are told that they must furnish all supervision and labor, as Mr. Hansen is only to operate the fumigator. Mr. Hansen also takes the desk from 11:30 to 1 P.M.

**Staff Work (cont'd)**

Temporarily Mrs. McFadden is at the desk both in the morning and in the afternoon to permit Mrs. Nelson to speed up her corporation filing in order to finish the work before hot weather. Although the number of "for profit" corporation reports has gradually dwindled in the past decade, a new law passed several years ago requiring reports also from "not for profit" corporations has about doubled the filing work.

The archivist is continuing the work of revision of the History of State Departments volume, being about one fourth through. This is taking somewhat longer than originally anticipated, because it is being greatly expanded and revised. Bibliographical citations are being added and the history of the functions of government are being traced. For instance, conservation laws are traced back to the first laws relating to the subject, laws which were usually enforced in local courts as violations of the criminal code. Many minor inaccuracies of fact and typing are coming to light. The increasing use of this volume seems to justify giving considerable time to this work.

Most of the rest of the staff work can be expressed statistically.

Respectfully submitted,

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Archivist

**ARCHIVES - ACCESSIONS**

**April 1942**

	<u>Volumes</u>	<u>Documents</u>
General Assembly, 1941-42 House, 1st special session House & Senate Bills		23
Secretary of State Index Dept. House & Senate Journals, 1941-42 Deeds (3 cases)	38 <hr/>	19 <hr/>
	38 vol.	51 doc.

# ARCHIVES - REFERENCE

April 1942

## Routine Departmental Calls

General Assembly	40
Secretary of State	
Accounting Dept.	1
Corporation Dept.	
Annual Reports	43
Index Cards	19
Executive Dept.	
Executive File	4
Executive Record	1
Records of State & County	
Officials:	
Notary Bonds	3
Official Bonds	1
Index Dept.	
Deeds	1
Election Records	32
Enrolled Laws	19
Securities Dept.	
Closed Cases	1

## Historical and Non-routine

Genealogical	10
Research Project	1
Archival Technique	3
French land claim	1

Total	180
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**ARCHIVES - CATALOG DEPARTMENT**

**April 1942**

**Catalog Cards**

Made by Archives Dept.	31
Made by General Catalog Dept.	76

**Index Cards**

Census of 1855, Fulton Co.	5142
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# ARCHIVES DEPARTMENTAL VAULT PASSES

Auditor	19
Commerce Commission	3
Insurance Dept.	2
Dept. of Public Health	
Div. of Vital Statistics	18
Dept. of Regis. and Educ.	47
Secretary of State	
Executive	9
Index	1
Supreme Court	1
Treasurer	<u>18</u>
Total	118



# ILLINOIS STATE LIBRARY

## ARCHIVES DEPARTMENT

Report for May 1942

Accessions. The Department of Agriculture filed their annual record of Premium Awards in the Entry Department, State Fair.

The Index Department of the Secretary of State filed Deeds and Abstracts in relation to two pieces of State property: Chain O' Lakes State Park and Black Hawk State Park. They also filed election records relating to the organization of State Senatorial Committees.

The Accounting Department of the Secretary of State filed 21 volumes of fee books for the year 1941.

Miss Ruth Gragg, W.P.A. supervisor from Decatur inquired as to our willingness to accept certain tax records from the County Clerk's Office of Macon County. These are of little value and very bulky. After a conference with the Assistant State Librarian, it was decided to refuse deposits of county records (except in cases of unusual interest) dated later than 1870, and of other records prior to that date not believed to be of especial historical significance. Counties should also be required to pay cost of transportation.

The H.R.S. has been discontinued and is depositing <sup>its</sup> their unpublished research data in the Archives. All material in the Springfield office has already been transferred. Mr. Blood has made several trips to Chicago to supervise the discarding of unwanted material and the filing of the rest. He has secured permission to bring the unarranged material to Springfield where his trained staff can complete the work. Mr. Angle and Mr. Barr have given him space for this sorting. It was impracticable to furnish space in the Archives Building for such purposes for a variety of reasons. The transcripts of County Commissioners Proceedings have been filed and can go directly to the vaults. A report on the present status of HRS and the disposition of its records will appear in the June number of Illinois Libraries.

### Departmental Vaults:

The Insurance Department has transferred its General Correspondence and Small Loans records thru 1936. (80 drawers) The Secretary of State's Executive Department has transferred pardon records to date to its vault. The Liquor Revenue Division of the Department of Finance made its first transfer of authorized records. (48 drawers) 167 passes to Departmental Vaults were issued in May.

The Conservation Department inquired about the possibility of storing a master movie film in our film vault. Because this film is nitrate, and so a fire and explosion hazard, it was suggested that the film be deposited with the Department of Agriculture which has a film vault in which all Departments store their movie films.

During the month the Secretary of State addressed letters to the various elective officials and directors of departments offering to permit emergency storage of extremely important current records in unused portions of their respective Departmental Vaults. So far only one reply has been received. Director Rodney H. Brandon of the Department of Public Welfare has designated Mr. W. W. Knoch, fiscal supervisor, as his representative to arrange for such emergency transfers if made. So far Mr. Knoch has not contacted the archivist.

#### Staff Notes.

The archivist attended the Fiftieth Anniversary Testimonial Dinner for Miss Jane Hubbell, retiring librarian of the Rockford Public Library, held at Rockford, May 1.

#### Building Notes.

One of the master keys of the building was stolen from the Watchman on the night of May 8th. The key to the outside doors was taken off the Master key. Mr. Malloy has promised to screen the first floor lobby windows, through which the boy who took the key gained access to the building.

The Drivers' License Department has moved out of the second floor workroom, but is still occupying the 11th floor vault. They have to complete a certain filing job before removing the files. This will take about another week.

The reserve stock of the Victory Book Drive will be serviced from the second floor workroom.

#### Staff Work.

Mr. Wetherbee has started classifying the Perrin Collection. This work was waiting for the completion of the translations by Mr. Houy. Fortunately he finished all the unbound documents before he had to leave. Mr. MacDonald had all documents and volumes arranged in the exact order of the Perrin index, with his page and file number pencilled on most documents. This index is utterly unreliable, but the only one we had. Mr. Wetherbee is checking the documents to make sure this file number is on each. Then, drawer by drawer, he is arranging them in strict chronological order. After all

drawers have been filed individually, a consolidated chronological file will be set up. Then documents which fall into obvious natural classes, such as marriage bonds, now scattered thru the file, will be abstracted, each class being kept in chronological order. Then tables of contents for each folder will be written, and following that catalog cards, indexes and calendars as suitable will be made. We are hoping that most of the indexes can be done by the regular typists, just as they are now indexing census records. This method will be slow, but will ensure a possibility of being able to locate all documents at all times. Mr. Wetherbee as reference librarian will also have an intimate knowledge of the contents of the collection. It is probable that other members of the staff can be assigned to assist in this work later, but at present it is best a one man job.

The archivist is continuing with the revision of the History of State Departments, which is being done more thoroughly than originally planned for. The revision has been finished through the letter "M", but it is hoped that this can go much faster from now on since only two elective and two code offices are left to be done.

Mr. Wetherbee has discovered another Lincoln item-- House Bill 286, 1840/41 session. This is "An act concerning the State Bank". Though not introduced by Lincoln the original bill is in his handwriting and presumably was drafted by him. Dr. Pratt has not seen the bill because he has been ill, but it is probably a very important discovery because Lincoln's supreme legislative effort in his last session in the General Assembly was to try to save the State Bank. This may indicate Lincoln's own ideas on the subject. The bill was found among some unidentified bills of 1857. Mr. Wetherbee of course caught the handwriting immediately and was able to identify the bill.

Mr. Wetherbee also found another missing 1835 Enrolled Law among the General Assembly records for that year.

Miss Nuss has finished indexing the 1941 file of clippings on State departments. This file is frequently referred to on various matters and the index is a great help.

#### Photographic Laboratory.

	<u>Exposures</u>	<u>Enlargements</u>
Enrolled Laws, 1812-1816/17 (Boxes 11-14, #380-529)	1475	
Petition to form Pike Co.	3	3
Lincoln Item	3	3
Library Publicity	<u>6</u>	<u>6</u>
	1487	12

Mending Department.

No work. No report.

Reference Work.

The Public Health Department W.P.A. project has been using our General Assembly indexes and notes on the histories of State departments extensively for a proposed revision of the History of Disease in Illinois.

Photographic copies of the petition for the organization of Pike County and the original bill creating the county were sent to the Pike County Republican which is to celebrate its centennial on June 12, with an historical edition.

Most reference work was routine in nature as shown by the statistics.

Visitors.

Visitors registered from the states of California, Kentucky, Mississippi, Missouri and Wisconsin and from 15 Illinois cities and towns. About the usual number of schools came, but comparatively few tourists.

Respectfully submitted,

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Archivist

**ARCHIVES ACCESSIONS**

**May, 1942**

	<u>No. Documents</u>	<u>No. Volumes</u>
<b>Agriculture Department</b>		
<b>Premium Awards</b>	105	
<b>Secretary of State</b>		
<b>Index Dept.</b>		
<b>Deeds &amp; Abstracts</b>	16	
<b>(2 cases)</b>		
<b>Election Records</b>	201	
<b>Accounting Dept.</b>		
<b>Fee Books</b>		21

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# ARCHIVES REFERENCE

May 1942

Routine Departmental Calls	
General Assembly	95
Secretary of State	
Corporation Dept.	
Annual Reports	52
Index Cards	9
Fee Books	2
Executive Dept.	
Election Returns	25
Executive File	6
Executive Register	1
State & County Officers	
Notary Public	2
Trade Marks	5
Index Dept.	
Correspondence	1
Deeds	3
Enrolled Laws	17
Securities Dept.	
Closed cases	10
Historical and Non-Routine	
Genealogical	11
Research Project	5
Historical	3
Centennial Celebration	1
Archival Technique	1
Legislative Reference Bureau	1
	<hr/> 248

Mail Inquiries (6)

**ARCHIVES CATALOG DEPARTMENT**

**May 1942**

**Catalog Cards**

Made by Archives Department	26
Made by General Catalog Department	42

**Index Cards**

State Census of 1856	2566
Coles County	5140
Fulton County	<u>          </u>
	7706

# ARCHIVES DEPARTMENTAL VAULT PASSES

Auditor	6
Commerce Commission	5
Finance Department	
Liquor Revenue	2
Insurance Department	19
Public Health	
Vital Statistics	33
Registration & Education	52
Rehabilitation	1
Secretary of State	
Executive	21
Index	3
Securities	1
Supreme Court	1
Treasurer	<u>23</u>
	167



ILLINOIS STATE LIBRARY  
ARCHIVES DEPARTMENT

Report for June 1942

Accessions: The only accession this month was 7 documents relating to title for the State Garage at Dixon.

The Chicago office of H.R.S. has shipped its unpublished material to Springfield where it is being sorted and filed preparatory to being deposited in the Archives. The transcript minutes of the county boards for nearly all counties have been deposited, but have not yet been accessioned. This set of transcripts is the most important research material which has come to the Archives for several years. The transcripts generally cover the entire series from the organization of the county to about 1935, and comprise about 1200 volumes. The County Board was the first governmental unit of the county, and it was the most important since all matters of finance and county administration passed thru its hands.

All men of legal age were subject to jury service, which makes it possible to reconstruct a practically complete roster of male inhabitants of pioneer days. The history of early transportation, for instance, can be written only from these records. Dr. Pratt, for instance, could hardly wait to get them unpacked to get into the Tazewell County minutes for a record of a certain payment made by the county which he hopes will clear up a Lincoln problem on which he is working. Dr. A. F. Kuhlman who is a political scientist rather than an historian, has stated that the minutes of the county boards are the most important single series of government archives of the United States. Incidentally, Mr. Blood had some difficulty in dissuading the W.P.A. officials in Chicago from throwing away these transcripts as valueless.

These transcripts of county board minutes are generally merely in the pencilled form sent in by the workers. Mr. Blood says some have been proof-read against the originals and in a few cases typed copies have been made. While there are doubtless countless errors, they are probably accurate enough for most research purposes. We should type these off and index them as rapidly as possible. Mr. Blood is loaning us Mr. Hington and Mr. Houy temporarily to start the indexes. Mr. Houy has already started to work. He is indexing names only in the earliest St. Clair County volume. More detailed indexing will be done much later. Catalog cards for these volumes are now being typed.

Departmental Vaults

Records have been transferred by the Liquor Control Commission, the Vital Statistics Division and the Secretary of State's Shipping Department.

The Superintendent of Public Instruction, Civil Service Commission and Printing Department have indicated a desire to make transfers but have not done so. Mr. Vick of the first named office

complained that he had been kept waiting since March, which was a surprise to me but so far has failed to keep an appointment or to make any arrangements for such a transfer. Further authorization will be necessary for these transfers. Civil Service is too busy. The Printing Department has discussed transfers but not yet made application. All three departments are expected to make transfers shortly, however.

So far we have had only one response to Mr. Hughes' letter concerning emergency transfers of records--from Director Brandon of Public Welfare only. An emergency would, however, probably bring a deluge.

As a matter of record, the following archives of great importance have not yet been transferred to the Archives Building:

- Auditor of Public Accounts: Land records
- Department of Public Works and Buildings. Illinois and Michigan canal records, at Lockport. Mr. Jerry Ray, formerly Mr. Boston's first assistant in the Architect's office, is now in the Division of State Parks and Memorials. Possibly we may be able thru him to get these records transferred.
- Attorney General. His vault is unequipped. He has no records suitable for transfer except Inheritance Records, and these do not, according to the H.R.S. inventory, go back very far.
- Secretary of State. Corporation charter records. Because of constant reference these records will come only in an emergency.
- Secretary of State. Enrolled laws. Held back by Index Department, 1932--date. I think these should be in their departmental vault, but probably there is a good reason for withholding them except in case of an emergency.
- Public Health Department. Division of Vital Statistics. Down-state records not yet transferred, I believe, though authorization has been given.
- State Treasurer. Has promised to recheck his records for further transfers to Archives, but has not done so. All except current records are in building.
- Supreme Court. Their records up to 1921 are in their departmental vault. This may be all the present equipment will hold.

#### Visitors.

Representative Grebe, recorder for Peoria County for 22 years, was shown about by Mrs. McMadden. He is very anxious to have us do something with county records.

Miss Anna Jensen, librarian of the down-town branch of American University at Washington, and a student in Dr. Buck's and Dr. Posner's archives course, spent most of one afternoon going thru the building and asking questions.

Four students of the University of Illinois Library School spent a couple of hours here on June 26, asking many questions and taking copious notes.

Visitors registered from 13 Illinois cities, the states of Massachusetts, Nebraska, Ohio, Oregon, Pennsylvania and Tennessee, and from Canada. One signed himself, "W. L. Cary, Portland, Oregon, Western Pine Ass'n. To see this attractive pine paneling." Too bad that he did not make himself known to some one who could have shown him our other paneled rooms.

### Reference Work

Several graduate students have been in--one working with State Bank and Fund Commissioner materials, one with election records of the Lincoln period.

Two newspaper men have been furnished with data for historical editions. The Pike County Republican which celebrated its centennial on June 12, published facsimiles of two photographs sent--the petition for creation of Pike County and the enrolled act creating same--with a nice descriptive article.

Mr. Gaddis, a Mt. Sterling newspaper man, requested copies of the acts creating Brown County and incorporating Mt. Sterling. One copy of each he wanted for the centennial of his newspaper, another to fill a gap in the Brown County archival files, and a third copy for himself.

The Pennsylvania Historical Commission requested copies of our 1932 booklet on the Archives Division, but we did not send them because they are too out of date and are officially out of print. We have sent them other material from time to time. Apparently there is an active committee in Pennsylvania trying to develop a real archives department. I tried to talk about it to Mr. Keator, the State Librarian, under whose jurisdiction the Archives Division comes, but he did not seem very much interested or informed on the subject.

Our catalog rules were exhibited at A.L.A. by the Division on Cataloging and Classification.

### Staff Work

There is little staff work to report this month, not that none has been done, but that projects already started have not yet been finished. Only the beginning and completion of projects are normally reported here.

The revision and enlargement of the history of State departments is not yet completed. Mr. Wetherbee was absent on vacation for two weeks. He has completed the unfolding of Enrolled Laws to Box 41, #1720, year 1836. He is working on the refiling of the Perrin collection, which will take many months.

Work in the Mending Department seems to have come to a complete stop. Miss Partridge has not reported for work for weeks. It seems probable that the large size maps and posters which the General Reference Department need repaired will have to go to a professional binder. We do not have large enough presses to take the topographical maps, and experiments with bricks, etc. have been failures. The reinforcing paper which we use seems to make them brittle. It is likely that the paper is brittle from age, for we have had it some time. It seems to work all right on manuscripts, but not with coated printing paper. The transparent mending paper sold by Gaylord is very expensive--55 cents for 6 sheets 18x24. I experimented with a small sample and the difference in stretching between the two types of paper makes me think it would be impossible to use as a backing without some form of mechanized application--at least, I haven't the skill. I can only account for Mr. MacDonald's success in doing this work by his great strength in his hands which made it possible to squeeze most of the moisture out by hand. I have been trying to get hold of Mr. Bunyan to ask his advice, but have been unable to do so to date. Why don't you send some of these maps to Dr. Broadman? I believe his process would be more suitable than our crepelin method.

#### Photographic Laboratory

	<u>Exposures</u>	<u>Enlargements</u>
Enrolled Laws		
1817-27, #520-1150	2261	
Lincoln Items	4	8
Brown Co. Documents	6	18
Departmental Vault		
Signature Authorizations	3	3
	<u>2274</u>	<u>29</u>

We are pushing the copying of Enrolled Laws as fast as possible, because there is danger that Mr. Hansen may be drafted for microphotographic work by the U.S. government. At least, Dr. Tate of the National Archives warned us at Milwaukee that it is probable that all microphotographic workers will be taken because there is a shortage in that skill. Mr. Hansen has already turned down one offer to go to the Rock Island Arsenal. That reached him thru the U. S. Employment Office to which his draft questionnaire seems to have been sent. He may not be given a choice next time. Possibly we should reconsider our defense filming plans, but I think copying of the Enrolled Laws very important. Within the next few days I shall recheck with him the films taken some time ago of our territorial records. Since the most important of the Perrin papers have been printed, it will be proper to wait before filming for the completion of the refiling now in process.

#### A.L.A.

I attended part of the annual session of A.L.A. held at Milwaukee, arriving Sunday June 21 and returning Wednesday June 24. The sessions held the latter part of the week did not appear to have sufficient significance for archival work to justify my staying thru the week. I attended the following sessions:

Microphotography. Monday Afternoon  
First General Session. Monday

Evening

Joint Meeting of N.A.S.L. and A.L.A.  
Committee on Archives and Libraries (Presided)

Tuesday Afternoon

N.A.S.L. dinner. Tuesday Evening

Illinois State Library Staff Breakfast,

Mr. Hughes, host. Wednesday morning

Comparatively few archivists were present but profitable visits were had with those there, particularly with Mrs. Moore of Tennessee.

#### Building Notes

Window screens have been installed in the first floor lobby. This is a protection not only against insects but also prowlers who have annoyed the watchmen.

Respectfully submitted,

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Archivist

## AMERICAN LIBRARY ASSOCIATION

Report by Margaret G. Norton

Microphotography Session  
Monday P.M.

Mr. Metcalf, librarian of Harvard University presided. The principal speaker was Dr. Vernon D. Tate of the National Archives. His topic was Microphotography-Libraries and the War. He first discussed "insurance copying" as is being done in England. An American committee at the outbreak of the war in Europe selected materials for which American scholars desired copies, and these have been and are being copied for American depositories. The originals have been removed to places of safety. On February 13, 1942, President Roosevelt wrote to the president of the Society of American Archivists, urging that the Society do all in its power to build up public opinion for the duplication of records. He cited the fact that although many business records have been destroyed in England, very little important library and manuscript material has been lost, thanks to microphotography. All available microphotographic equipment in England is working at full capacity.

In this country the National Archives and many other federal departments are working on the multiplication of selected choice originals rather than attempting to copy all files. Among such records are Secretary of War correspondence, General Land Office papers, Russo-American relations, Indian affairs. The War Department and the Navy Department are doing much microphotography. The Navy department has its own archives department which is selecting volumes for reproduction to illustrate the history of the Navy. It has a special building for storage of microfilm.

Defense plants are making extensive use of microphotography for copying blue prints, contracts and results of research. Reference books and periodicals for war machinists are hard to obtain quickly and in sufficient quantities, so microfilm libraries are being built up for their use. Microfilms for war work offer the advantages of compact and easy transportation, easy destruction to avoid capture, and easy replacement. Repairs at Pearl Harbor were tremendously speeded up by sending data on microfilm by airplane.

Recently the government has announced that all letters to and from our armed forces abroad will be transmitted via microfilm with enlargements made at the delivery points. 4000 letters can be sent in a 4 3/4 oz. package. This is expected to boost morale of both soldiers and civilians. Official mail is being sent the same way.

Microphotography is used also in the training programs for armed forces and factory personnel.

Identification pictures for war workers are made with microphotographic equipment.

Destruction of original records which have been photographed has released thousands of cubic feet of office space in government buildings. The decentralization of federal departments has required

considerable duplication of records to correlate government activities.

The Navy Department, as mentioned before, has a records coordinator. Two of his four assistants are assigned to micro-filming work. Other government agencies will be establishing similar divisions, not only for the war period, but also later.

Dr. Tate says that there have been advances in equipment through applied research, not, of course, publicly available as yet. There have been few basic changes in technique. The most important new equipment is a continuous paper printer which automatically adjusts itself to differences in inks, etc. New films and papers are being developed.

The priorities situation for equipment is bad. 60 to 70% of last year's production may be manufactured up to Dec. 1, 1942, after which no microphotographic cameras and reading machines may be manufactured. Libraries cannot now procure equipment and are requested to sell their reading machines to the government. Cameras are also needed. There are few restrictions on supplies and no shortage of materials is expected except that there will be fewer types manufactured. (A Du Pont representative present told me later that there will be shortages and rationing of film before long). Microphotographic personnel is urgently needed by the government.

How best to use our microphotographic facilities. Dr. Tate urged librarians to make their film laboratories available in their own vicinities, and especially to cooperate with other government agencies, violating their normal rules if necessary. They are urged to operate their cameras in shifts, and to begin, if they have not already done so, to copy their library treasures.

Dr. Tate says that of course there are many secret projects. He urged us not to discuss our war efforts.

#### Mr. Schwegman

Mr. Schwegman of the Library of Congress discussed some of the microcopying projects in which the Library of Congress is interested. He mentioned some of the agencies in Washington from which copies may be purchased, such as Biblicofilm, the Library of Congress, etc. There is talk there of unifying services to facilitate such purchases, especially to simplify the matter of obtaining credit for purchases.

Mr. Schwegman said that microfilm copies are relatively cheap, but warned that the cataloging of films is expensive. (Parenthetically, I have never seen it sufficiently emphasized that film is not so cheap after all. For instance, we have taken approximately 3800 frames for Enrolled Laws 1812 to 1827, or 2 out of the 76 drawers thru the year 1931, approximately .026 per cent. Our Enrolled Laws have a value that justifies that time and expense, but it could not be justified for the marginal value archives which

microfilm enthusiasts say should be microfilmed as a substitute for storage. So far, storage space costs less than filming.)

Among the microfilm projects sponsored by the Library of Congress are the following:

**The Rockefeller project.**

Filming of manuscripts in England, as selected by the American Council of Learned Societies.

Newspapers, as done by Power, Library of Congress and Recordak.

Library of Congress authority cards. Being done on 16 mm.

film and to be sold to libraries. In answer to a question from the floor a little later, Mr. Schwegman said these authority cards would be valuable only to libraries having a large reference collection since they are the cataloger's bibliographical notes on books consulted. The earlier authority cards were hard to reproduce on film, but now standard cards and uniform methods of citing are used.

State Legislative Journals to about 1830.

The Library of Congress has about 200 rolls to date. The editorial work on these is costly.

Jefferson papers in Massachusetts Historical Society. To supplement the Library of Congress Jefferson collection.

The Chinese National Library at Peking was shipped to the United States at the beginning of the war with Japan. Chinese reports, 7,000,000 pages are being filmed.

All Persian manuscripts in this country.

Many technical problems involved because of the use of wood slats as the medium upon which the writing was done.

**Music.**

There has recently been a marked demand for copies of standard music, especially German music. Many of these requests come from the Middle West. Presumably these film copies are used chiefly for projection in connection with class work.

German laws and ordinances published in occupied countries.

The file is complete to within 2 weeks of the date of Mr. Schwegman's paper, and copies can be purchased. The collection is made thru neutral and diplomatic sources, also thru secret agents.

The Vichy French official journal

The Philadelphia microfilm center is compiling a mimeographed union catalog of film.

The British session papers, 1820-32, except for 5 volumes, will be ready for July delivery. They are being published by the Boni process.

**Discussion**

Discussion from the floor continued for a few minutes. Most brought out little of value to us. Mr. Fussler of the University of Chicago said that his summer course is designed for librarians not technicians.



There was some discussion of catalog methods. Mr. Schwezman advocated keeping as the original would be-cataloging by volume unity. He says all that is necessary to add to a catalog made as for an ordinary book, is the fact that it is a film copy, whether 16 or 35 mm., and how long the film is (cost of copying). Of course he was referring to copies of complete books, not to miscellaneous excerpts.

## **Committee on Archives and Libraries**

**Tuesday Afternoon**

The A.L.A. Committee on Archives and Libraries held one session, meeting jointly with the National Association of State Libraries. The State Archivist of Illinois presided. Mr. Sargent B. Child, until recently National Director of H.R.S. sent a report on that organization, which was read by Dr. Luther H. Evans of the Library of Congress. Mr. Collas C. Harris, of the National Archives, who is Chairman of the National Committee for the Conservation of Cultural Resources, read a paper on Archives and War. Speakers' copies of these two papers were turned over to the Secretary of the National Association of State Libraries for publication. The chairman of the meeting did not take notes, but is trying to borrow the papers in which case copies will be appended to this report.

**ARCHIVES ACCESSIONS**

**June 1942**

**Secretary of State. Index Department  
Deeds and Abstracts, 1 case**

**No. Docs.**  
**7**

**ARCHIVES REFERENCE****June 1942**

<b>Routine Departmental Calls</b>	
General Assembly	9
Secretary of State	
Corporation Dept.	
Annual Reports	43
Index Cards	18
Executive Dept.	
Records of State &	
County Officials;	
Notary Bonds	1
Trade Marks	8
Index Dept.	
Deeds	4
Election Records	8
Enrolled Laws	31
Securities Dept.	
Closed Cases	1
<b>Historical and Non-Routine</b>	
State Bank	2
Bank of Illinois	32
Fund Commissioners	3
Election Returns	4
General Assembly	12
Internal Improvements	2
Technical	2
Lincoln records	2
	<hr/>
	182

**Mail Inquiries (7)**

**ARCHIVES CATALOG DEPARTMENT**

**Catalog Cards**

Made by Archives Department	42
Made by General Catalog Department	76

**ARCHIVES DEPARTMENTAL VAULT PASSES**

June 1942

Auditor	8
Commerce Commission	6
Insurance Department	36
Liquor Control Commission	2
Dept. of Public Health	
Division of Vital Statistics	25
Dept. of Public Instruction	
Division of Statistics	1
Teachers Pension	1
Registration & Education	42
Secretary of State	
Executive	32
Index	3
Securities	1
Shipping	3
Supreme Court	1
Treasurer	<u>9</u>

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ILLINOIS STATE LIBRARY

Archives Department

Report for July 1942

Accessions. The most important acquisition of the month was the film copies of the Federal Census for 1840 and 1850. There are 9 volumes for 1840, in 5 rolls; 24 volumes for 1850, in 24 rolls. Some years ago we purchased photostats of the 1820 Federal Census, which was used in connection with editorial work on the 1818 and 1820 State census volumes published by the Illinois State Historical Library. We ordered a film copy also for 1830, but were informed that on account of the condition of the original volume it is impracticable to film it for us. This is a great disappointment since practically all the state census schedules for 1825, 1830 and 1835 are missing, and this was the pioneer period for the State. The 1840 census will, of course, be of great interest to our patrons. The 1850 Federal Census is the most used of all since it is the first census which lists all members of each family by name (formerly entries were only the name of the head of the family), and which gives the birthplace and occupation of each. These rolls of film have not been accessioned since they are not transfers of original documents. So far we have not yet worked out a satisfactory listing for films. However, these films have been cataloged in detail.

H.R.S. Mr. Blood has been trying very hard to get all the HRS material transferred before the complete shut-down of the project.

In checking in the transcripts of county commissioners' proceedings described in the June report of the archivist, we found that it comprises 798 volumes of transcripts and 108 volumes of digests. The transcripts were done in pencil, and must be typed off before the pencil rubs off too much. Some of the transcripts are poor, but most are usable. Mr. Howy was loaned to us for a month and he indexed the names in the first two volumes of St. Clair county records, beginning in 1817. The index slips for the first of these volumes, covering the years 1817-21, have been typed off, yielding cards for 748 names. This volume has also been typed off by Miss Nuess. All the 906 volumes have been cataloged on temporary cards, with county analyticals.

Mr. Blood has discovered that few of the inventories of State institutions outside of Springfield taken by HRS have been given to the respective directors; none have been sent to the Archives. As soon as this material has been transferred we should check it, compile short form inventories where they are lacking, and deliver the inventories to the respective department heads. It is possible that this check-up will reveal other records which should come to the Archives Building.

Besides the transcripts of county commissioners' records there are transcripts and notes on other historical data which will doubtless yield other source material of great interest. The historical notes on county governmental agencies will also prove valuable.

A letter was addressed to Mr. Rosenfield, director of the Department of Public Works and Buildings, by the Assistant State Librarian, calling his attention to the fact that the Illinois and Michigan canal records are extremely valuable, but are housed in a non-fireproof building at Lockport. His reply promised an immediate investigation into the present condition of the records. If they come into the Archives proper we shall be confronted with the problem of getting map drawers for the large collection of maps included in the files.

#### Departmental Vaults

The Securities Department of the Secretary of State's office transferred its Brokers' Files 1934-date.

The Treasurer's office asked for an authorization to bring in certain records but has not yet made the transfer.

The Superintendent of Public Instruction transferred records relating to State aid to schools.

Pardon records were transferred to the Executive Department Vault.

168 passes to Department Vaults were issued in July.

Exhibits. An exhibit entitled "Illinois under Three Flags" was installed. Documents relating to the war of 1812, Black Hawk, Civil and World Wars are displayed. The built-in case displays the old French, British and George Rogers Clark American flags; these flags were made by Mr. McCoy. Below is a volume showing historic American war uniforms, the pages being changed weekly. Posters of World War I (borrowed from the Historical Library) and of World War II enliven the display.

Archives Building. The second floor workroom has been fitted with shelves and is being used by Mr. McCoy as the office for the Victory Book deposit station.

The furniture has been replaced in the two rest rooms.

The refrigerating machinery for the air conditioning of the film vault is out of order and Mr. Darby cannot get replacements. It has been necessary therefore to remove the films to the microphotographic laboratory in the basement, as the temperature of the vault reached 95 degrees on an only moderately hot day.

Visitors. Dr. Philip C. Brooks, of the National Archives and Secretary of the Society of American Archivists, visited the Archives on July 9. His trip to the Middle West was partly to explore



the need and possibilities for the establishment of regional branches for the National Archives. One proposal he was investigating was to turn the historic old court house at St. Louis into an archives branch to which federal court records of the Middle West might be sent. I raised the question of the cost of fireproofing this old building also its poor environment. Dr. Brooks felt that the Illinois court records should stay in Illinois, possibly in Chicago, and supposed that every other state would feel the same way. He feels that if a regional branch should be set up for national archives, Chicago would be the best location. The possibility of working out federal archival depots in connection with state archival agencies, probably thru subsidies, is also being considered. I pointed out to him in this connection that very few state archival agencies were organized as anything but historical agencies. Dr. Brooks thinks that might be a means of raising the standards of state archives and mentioned the example of federal aid to and setting of standards for state vital statistics departments. The whole topic is vague, but I see some confirmation of the fear expressed by some archivists that the HRS was going to be a tool for taking over the administration of all archives by the National Archives. This is a matter of extreme interest to all of us, and demands close attention.

Dr. Brooks had also visited the McCormick Historical Association in Chicago. Mrs. Blair, the member of the family who is most interested, has subsidized a project for making that institution the regional agency for the collection of all publications and ephemera concerning the participation of the Middle West in World War II. All normal activities of the Historical Association are to be laid aside for the duration. Dr. Brooks said when he was there that they were packing up all their books for storage. I propose to ask Mr. Kellar to outline this proposed work in Illinois Libraries.

Dr. Brooks spoke guardedly of evacuation from Washington. The Library of Congress manuscript room has reopened, but from what he said I infer that only microfilm copies are to be available. The U.S. census records have been transferred to the Archives.

### Staff Work

There has been no substantial change in the type of work the various members of the staff have been doing during the past month, so I will not repeat the comments of last month.

### Mending Department

Enrolled Laws for 1825, #97½-999,  
64 pieces

### Photographic Department

	Contact Prints	Exposures	Enlargement
"Convention, Miss Rogers Archives Exhibit Labels Departmental Pass Identification	18	9	9
Enrolled Laws, 1829-31, Boxes 33-36, #1241-1440		1	1
		1160	
	18	1170	10

Archives Reference

The F.B.I. have again been using our election petitions.

Mr. Fildes, superintendent of schools in Springfield, is writing a doctor's thesis on some phase of the history of school administration. We have early school reports from 1825-53 which he was delighted to find because he said they refute the oft repeated story that no schools were organized under the 1825 school act. He also is going through some of the early EMS transcripts of county board minutes. We also got access for him to some reports which we knew were in the vault of the Superintendent of Public Instruction. He had asked for material over there, but they did not realize that they had anything in which he would be interested. Another argument in favor of our knowing what is in the departmental vaults. A curious question came from one of the court reporters for the Industrial Commission. He is interested in the history of shorthand. He had heard that Mr. Pitman, inventor of that system of shorthand, had been the reporter for a trial in which Lincoln was an attorney, and he thought the transcript of the trial had been recently presented to the State in a Lincoln collection. We suggested that this might be the Horner Collection in the Historical Library, and also referred him to Dr. Pratt.

Miss Josephine Boylan, formerly a supervisor for a W.P.A. museum project has proposed to complete her translation of the Registre des Inscriptions in the Ferris collection. All the unbound material in this collection was translated for us by Mr. Romy. Most of the bound French material has been published, with translations, in the Illinois Historical Collections volume.

Respectfully submitted,

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Archivist

**ARCHIVES ACCESSIONS**

**July 1942**

**None**

# ARCHIVES REFERENCE

July 1942

## Routine Departmental Calls

General Assembly	10
Secretary of State	
Corporation Dept.	1
Annual Reports	60
Index Cards	23
Executive Dept.	
Appointments	9
Notary Bonds	5
Trade Marks	1
Index Dept.	
Bonds to State Property	1
Election Records	25
Enrolled Laws	20
Securities Dept.	
Brokers' File	11

## Historical and Non-Routine

Internal Improvements	93
Genealogy	11
Election Records	4
School records	13
EMS transcripts	8

## Mail Inquiries

Miscellaneous Historical	5
Genealogy	1
Technical	2

200

ARCHIVES CATALOG DEPARTMENT

*July 1942*

Catalog Cards

Made by Archives Department

3 Series

Cards

536

Made by General Catalog

Department

30

Index Cards

Henry County State Census,

1885

7429

St. Clair County Commissioners'

Proceedings, v.2, 1817-21

742

8177

# ARCHIVES DEPARTMENTAL VAULT PASSES

July 1942

Auditor	13
Insurance Department	14
Liquor Revenue	2
Public Health	
Div. of Vital Statistics	29
Public Instruction	6
Registration & Education	30
Secretary of State	
Executive	27
Index	2
Securities	6
Shipping	1
Treasurer	<u>12</u>
	123

Illinois State Library  
Archives Department  
Report for August 1942

Accessions

No documents were accessioned during the month.

H. R. S. Deposits

The H. R. S. completed the transfer of its unpublished research data to the Archives. Since this is a deposit, not a legal transfer, this material should not be accessioned. Detailed lists of records were filed with the archivist, of which the following is a condensation:

County Records

County Commissioners' Records.	
100 counties	76 drawers
County Inventories. Part A Material:	
Historical sketches, legal essays, rosters of officials, etc.	3 drawers
County Inventories. Part B Material:	
Inventories of records	12 drawers
Cook County	1 drawer

State Archives

Inventories	16 drawers
Legal Essay Material	5 drawers
Federal Archives	4 drawers
Municipal Archives	5 drawers
Church Archives	3 drawers
Governors' Correspondence Calendar, etc.	<u>18 drawers</u>

143 drawers

Card index to county archives

(in Public Catalog) 27 counties

### Illinois and Michigan Canal Records.

The records of the Illinois and Michigan canal are to be transferred from the Lookport office of the Department of Public Works and Buildings "as soon as possible" after Labor Day. Mr. Blood, our Field Visitor for Archives, went to Lookport on August 17. Mr. Clayton A. Pitts, Maintenance Engineer, Division of Waterways, is bonded for these records. Though entirely sympathetic towards the transfer, he was reluctant to send them without a receipt from us at the shipping point. This we are unable to give, as we accept no responsibility for records until actually received at the Archives Building. At his request the archivist sent him in writing a detailed description of the proposed procedure for transfer, to which he is agreeable. Attached is a copy of a generalized statement of procedure which we should have mimeographed for future transfer discussions, and a copy of which should be attached to the Archives Department Office Manual. While we prefer not to take county records, it is quite likely that we shall be asked to receive some on deposit and such a statement of procedure would be useful.

### Departmental Vaults

The Illinois Teachers' Retirement office transferred 2 drawers of Correspondence, Jan. - June 1941.

The Division of Rehabilitation transferred 70 Rehabilitation cases covering the period Sept. 1939 to Aug. 1941.

The State Treasurer asked for and secured authorization for the transfer of Cancelled Drafts for Bank Deposits by State Departments, 1937-40. To my knowledge this transfer has not yet been made, however.

137 Vault Passes were issued.

### Archives Extension Service.

Kenneth C. Blood began work as Field Visitor for Archives on August 4. For the past six years he has been a supervisor for the Historical Records Survey, most of the time stationed in Springfield. This has given him an excellent background and wide acquaintance for work with county officials. His first assignment was to go to Lookport to make arrangements for the transfer of the canal records.

The archivist and Mr. Blood visited Quincy, Carthage and Urbana to ask advice about the educational work we propose to do with county officials. We consulted Mr. Arthur F. Witte, county clerk and Mr. J. Harvey Swango, recorder of Adams County; Mr. Harry E. Spangler, county clerk of Hancock County; and Professor Theodore C. Pease, head of the History Department of the University of Illinois. Mr. Witte is a past president and



active worker in the County Officials' Association; Mr. Spangler is now president of the County Clerks' Association of Illinois. We also spent three hours at the New Method Book Bindery at Jacksonville as guests of Mr. Sibert. While this bindery does little county work, Mr. Sibert offered many practical suggestions along these lines. Mr. Swango has one of the best county recorder's offices I have seen, and gave some very practical pointers on the selection and use of loose leaf ledgers.

This archival extension work is frankly experimental. Possibly we shall change our plans with experience. One could write a lengthy essay on the subject. Out of the confusion of thoughts and ideas the following plans are in our minds:

**Centralization versus Localization of County Archives:**

The principal arguments for centralization are:

1. To prevent the destruction of older records thru neglect or ignorance.
2. To centralize materials for historical and sociological research.

The arguments against centralization are:

1. The records relate to county rather than to state business, and even the oldest records are occasionally needed for legal use within the county.
2. The State's interest in acquisition of county archives is chiefly from the historical angle. On the other hand, the State is interested in educating county officials and citizens to realize that without properly cared for legal records the citizenship and property rights of every individual are endangered.
3. Some of the most important county records, those of the Recorder's Office, for instance, should never be removed from the locality.
4. If the cream of the historical records are taken away, one of the popular incentives for local interest in archives is gone.
5. The research needs of the State archives can be adequately met through microphotographic copies.

## Proposed Plan of Work with County Archives.

### 1. Destruction of Records

Every official with whom we talked expressed concern over the way records are piling up in his vaults. The law authorizes the destruction of only three classes of county archives--certain election, chattel mortgage and assessment records. Inability to build additional vaults or to buy additional filing equipment for the duration is making this problem increasingly acute, and will result in further unauthorized destruction of records unless something can be done to ease the situation.

There are two ways in which the problem can be approached

- a. A study of records kept by various county officials with the view of specific legislative authorizations for destruction. Assessment records (other than those already authorized to be destroyed) were mentioned by all. Mr. Swango pointed out the danger of unsupervised destruction of authorized records, saying that he has recently found two real estate mortgages erroneously recorded in a chattel mortgage volume which legally he could destroy. Mr. Spangler is particularly interested in seeing what can be done along this line and proposes to put the subject on the agenda of state and regional meetings of the County Clerk's Association. Dr. Pease suggested requiring that the State Archives participate in the destruction, and making it the specific duty of the State's Attorney, or the Attorney General if that official fails to act, to prosecute unofficial destruction of records.
- b. A restudy of forms used aimed at reduction in bulk. As instance, the Secretary of State's reduction of Annual Corporation Reports from 8 to 4 pages, accomplished several years ago. This would appeal to economy minded officials, but might meet opposition from some of the dealers who supply the volumes.

### 2. Replacement of worn-out volumes

Several enquired about the possibility of our furnishing photostatic copies of volumes which are worn out or in which the ink has faded. Mr. Witte said that where there is a commercial photostatic business in the county, as at Quincy, the county board would require that the work be done locally, but he thought many counties would be delighted to have the State make copies for them. The archivist replied that in

cases where the original manuscript is deposited in the State Archives, the State would furnish photostatic copies for county use without charge. In view of the possibility of freezing of materials on account of the war, she is not prepared to say whether or not the State could do such work for the counties on a commercial basis. This is a point upon which we should adopt a policy.

### 3. Microphotography.

All the county officials with whom we talked were interested in microphotography. They wondered whether it could be used to reduce the bulk of their records. Since they cannot get reading equipment on account of the war this possibility had to be discounted. On the other hand, the insurance angle of microphotographic copies was stressed. County officials are tremendously interested in microphotography and want to know more about it. This is the psychological time to start our too long delayed microphotographic copying program. It is probable that when we start we are going to be urged to copy everything in a court-house, which we cannot afford to do. It is recommended that we explain to county officials that we cannot afford to underwrite the whole program, but that we will, as fast as possible, insure their older records by microphotography, but that they should get their more recent records copied themselves. The war emergency is an excellent selling point here.

Your attention is called to a special report on microphotography filed in December 1939. You will recall that during the I.L.A. conference held in Peoria that year, the archivist contacted Peoria county officials about the possibility of doing some microfilming there, and was cordially invited to begin at our own convenience. Since then we have been given to understand that the invitation still holds. It will be recalled that our travel budget in that year did not permit us to proceed. Peoria County was chosen because it is the oldest nearby county.

The report referred to above gives cost estimates.

Mr. Blood suggests that instead of a large county like Peoria we start with a smaller, closer county, such as Mason. We can finish that before time to file our budget, and so get a closer approximation of the cost in time, materials and travel. Mr. Hansen has only reached about 1833 in filming the enrolled acts. I feel strongly that this county work is more important for war emergency, since we can use printed session laws in emergency. We have passed the rare book stage now in the session law period.

4. Suggestions on paper, ink, typewriter ribbons and bindings. Possible future legislation on the subject, similar to Connecticut and Massachusetts acts.
5. Help with repair work.
6. A simple manual on the care of county records for the use of county officials. The archivist hopes to have this ready for distribution immediately after the November elections, which affect county clerks, circuit clerks and possibly other county officials. Originally this was planned to be a series of articles for Illinois Libraries but in view of the imminent election it seems best to prepare it as soon as possible. The manual would discuss such matters as :
  1. General introduction: the legal and social significance of archives; general acts relating to preservation of records, criminal law relating to destruction, receipts to predecessors, etc. Policy of State archives in relation to.
  2. The use of records by the courts and how that affects the way they must be kept (basic rules of evidence). Laws governing public access to records; supervision of same.
  3. What qualities to look for in selecting records materials--papers, inks, typewriter ribbons, binding, etc.
  4. How to plan vaults--description of recommended sizes, ceiling heights, ventilation, engineering factors, fire protection, hazards of war, etc.
  5. How to make the most of what you already have. Equipment, including makeshift equipment. Principles for classifying records in accordance with relative importance for housing. Methods of combating mildew, insects, etc.
  6. Technique of caring for records: folders, labels, perpetual inventory, types of filing, indexes, simple repairing, specifications for rebinding, etc.
  7. Making of certified copies. Laws governing making, fees permitted, certification of replaced records.
  8. Reduction of records; laws permitting destruction of records; reduction in bulk thru redesigning of forms; application of microphotography; suggestions for legislation.
  9. Application of photographic processes: respective uses of photostat and microphotography; laws governing, court decisions, etc.

10. What to do if bombing, fire or floods come: appeal to State archives, drying out volumes, reconstructing charred documents (by repair and photographic methods); laws governing replacement of lost or destroyed records; replevin, etc.
11. History in county archives. Importance of local history, exploitation thru news releases; laws governing transfers to historical societies, the State Archives, etc.; procedure for transfers; laws authorizing appropriations for historical purposes.
12. Lists of records each county official is required to keep, with inclusive dates. Records recommended for special protection from the hazards of war.

### Photographic Laboratory

Mr. Hansen was on vacation Aug. 3-17.

	<u>Exposures</u>	<u>Enlargements</u>
Enrolled laws		
1831. Box 37 #1441-1490		
-1833. Box 39 #1600	690	
O.D.C. (for instruction purposes)	86	
Miscellaneous documents, Archives		
reference	<u>25</u>	<u>49</u>
	801	49

### Visitors

Visitors signed the register from 38 Illinois cities and towns, from the states of Colorado, Florida, Indiana, Iowa, Michigan, Missouri, Nebraska, New York, Ohio, Oklahoma, Virginia and Wisconsin; also one person, evidently a child, from London, England.

Miss Jensen of American University, Washington, wrote me that Miss Maria de Lourdes Costa e Souza, Brazilian archives student of Dr. Buck and Dr. Posner, who has been attending the University of Michigan summer school, would like to visit the Illinois archives before her return to Brazil in the autumn. Invitations were immediately dispatched care of Miss Jensen and direct to Michigan. The latter was returned "Unclaimed". It is likely that the declaration of war by Brazil hastened her departure from the United States.

No attempt was made to contact the Brazilian historian Dr. Dante de Laytano, concerning whom we received a press release late in July, because of a suspicion that he is a negro, which might make entertaining him here somewhat awkward. Most of his writings seem to be on the negro.

### Reference Work

Mr. Wetherbee reports in part as follows:

"This month has been busier than usual on reference work. The microfilm copies of the 1840 and 1860 federal census of Illinois and the reading machine have seen real service. I imagine that this is just a beginning, too, for as word gets around that we have these records they will be used more and more."

"My use of the reading machine has been of great interest to the many visitors who wander down the long hallway. Most of them will stop to see what I am doing and all are much pleased to have the machine explained to them. Practically everyone has heard of microfilm but few have seen how it is used."

"This past month I transferred all the Lincolniana from the big cumbersome volume to boxes. The Lincoln records now occupy four boxes in the safe. They are arranged as before in chronological order, each item in a folder. I am at present listing the contents of each folder on cards and wherever possible giving briefly Lincoln's association with the document. From these cards an article can be written on our Lincoln collection."

### Staff Notes

Mr. Hansen, Miss Nuess and Mrs. Nelson were out parts of the month on vacation.

Mr. Wetherbee has been appointed Air Raid Warden for the Archives Building. He attended the Library Institute at Urbana on August 6.

The first fire drill in history for all State Buildings was held on August 12. The Archives Building was evacuated in a minute and a half. A second, surprise drill, was held a few days later.

### Suggested Archival Legislation

Like the federal government, the State of Illinois has a number of departments which issue orders, rules and regulations having the force of law. Among these might be mentioned the opinions of the Attorney General, the orders of the Illinois Commerce Commission, the rules and regulations of the Retailers' Occupational Tax and other tax collecting agencies of the Finance Department, civil service regulations, etc. No such executive orders are binding in the federal government until they have been filed with and published by the National Archives. There is no such designated filing bureau in the State government, and numerous cases have been taken to the courts in protest against unadvertised rulings. Some centralized filing place is needed in Illinois, and the State Archives is a logical place. I had intended to prepare

a report on this, with a suggestion for suitable legislation, but have not found time to do so, as it would involve considerable additional scanning of the Statutes. This might be a topic to suggest for consideration by the Legislative Council at Mr. Hughes' request.

Considerable correspondence has taken place with respect to archival problems. We sent data on the archives building to the archivist of Cuba on his request. As usual, our friend Mr. Hill was the one who had directed attention to us. We have also had some interchange of correspondence with Mr. Hyde of the National Archives respecting their plans for regional branches of the National Archives. Also we have had considerable correspondence both within and without the state concerning plans for Mr. Blood's work.

Miss Marjorie Paulsen of Springfield, used Dr. Pratt's notes on New Salem for her master's thesis at Illinois, entitled, "New Salem as a typical pioneer community. As many of his notes were taken from archives material, this could be counted as our reference work, though all she did in the building was to verify some of his bibliographical citations.

Respectfully submitted,

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Archivist

## ILLINOIS STATE LIBRARY

### ARCHIVES DEPARTMENT

#### PROCEDURE FOR TRANSFER OF RECORDS TO THE STATE ARCHIVES

The official proposing to transfer any records to the State Archives should, prior to shipment, present a descriptive list of the records involved for approval, and otherwise discuss the matter with the archivist, Miss Margaret C. Norton. The archivist should be notified at least twenty-four hours in advance of the expected arrival of the shipment.

The records must be fumigated immediately on reception to prevent the possibility of infestation of the Archives Building by insects which might be brought in with the shipment. This advance notice ensures that the Receiving Room and the fumigating vault will be prepared to handle the shipment expeditiously.

The Archives Department of the Illinois State Library is not authorized to receipt for any records until they have been received at the State Archives Building. The following procedure protects the official making the transfer until a formal receipt can be issued by the archivist:

Packing and Shipping. The records should be packed in numbered and sealed cartons. An inventory list of the contents of each individual carton should be drawn up in triplicate. One copy of this inventory should be retained by the official making the transfer and two copies sent with the shipment. If possible the lock of the truck should be sealed with a lead seal similar to those used by express companies. If the shipment is large or particularly valuable, a State police escort can be obtained. A representative of the department making the transfer should accompany the truck. If no police escort is used, this representative should trail the truck in a car to take charge in case of accident. The seal on the lock should be broken by this representative when the truck reaches the Archives Building.

Preliminary Receipt. As fast as the cartons are unloaded they are placed in the locked fumigating vault in the Archives Receiving Room. A preliminary receipt is then issued to the departmental representative for sealed cartons number so and so, "contents not checked but presumed to be same as of inventory dated----, filed with shipment. Detailed receipt to be issued as soon as contents of cartons checked, immediate notice of any discrepancy noted between this inventory and contents of shipment to be sent to the -----Department." Fumigation takes about twenty hours.

Receipt. After removal from the Fumigating Vault, the records are cleaned and taken to the Archives Vaults. They are then checked against the shipment inventory and a receipt issued. The representative of the Department may assist in this checking.



**ARCHIVES ACCESSIONS**

**August 1942**

**None**

# ARCHIVES REFERENCE

August 1942

## Routine Departmental Calls:

General Assembly	8
Secretary of State	
Corporation Dept.	
Annual Reports	46
Index Cards	12
Executive Dept.	
Governor's Correspondence	1
Notary Bonds	1
Trade Marks	1
Index Dept.	
Deeds to State Property	3
Election Records	18
Enrolled Laws	4
Securities Dept.	
Closed Cases	1

## Historical and Non-routine

Genealogy	4
Lincoln Items	2
Federal Census	1
School Commissioners' Reports	2
Public Charities Commission Reports	1

## Mail Inquiries

Archives Technique	10
Genealogy	4
Lincoln Items	2
Miscellaneous	1

119

**ARCHIVES CATALOG DEPARTMENT**

**August 1942**

**Catalog Cards**

**Made by Archives Cataloger**

**47**

**Made by General Catalog Department**

**60**

**ARCHIVES DEPARTMENTAL VAULT PASSES**

**August 1942**

<b>Auditor of Public Accounts</b>	<b>8</b>
<b>Commerce Commission</b>	<b>3</b>
<b>Governor</b>	<b>1</b>
<b>Insurance Dept.</b>	<b>8</b>
<b>Registration and Education Dept.</b>	<b>47</b>
<b>Secretary of State</b>	
<b>Court of Claims</b>	<b>2</b>
<b>Executive Dept.</b>	<b>21</b>
<b>Index Dept.</b>	<b>2</b>
<b>Securities Dept.</b>	<b>6</b>
<b>Supreme Court</b>	<b>2</b>
<b>Treasurer</b>	<b>9</b>
<b>Vital Statistics Div.</b>	<b>27</b>
<b>Vocational Rehabilitation</b>	<b>1</b>
	<hr/>
	<b>137</b>

Illinois State Library  
Archives Department  
Report for September 1942.

Accessions.

3 documents pertaining to title to Black Hawk State Park.

Dr. Erikson, historian for the State Council of Defense, proposes to make deposits of material collected for the Council, at intervals.

Departmental Vaults.

The Civil Service Commission has transferred its case records. Because of conditions in its Centennial Building store-rooms the records were not in very good order, but Mr. Jansen and Miss Haines have been diligently at work refiling and weeding out the files and this work is now well towards completion. The records transferred contain all pertinent records relating to the certification of all civil service employees.

The Department of Public Health notified the Assistant State Librarian that Bays 14-19, previously assigned to its Laboratory, General Office and Sanitary Engineering Divisions have been re-assigned to the Division of Vital Statistics. It is proposed to transfer the downstate as well as the Cook County records to this vault, also the index. Two research assistants will also have their desks in the vault.

152 vault passes were issued during the month.

Visitors.

Miss Maria de Lourdes Costa e Souza, an Inter American governmental intern from Rio de Janeiro, Brazil, was a guest of the State Library on September 9 and 10. Since her visit has been written up for Illinois Libraries it is unnecessary to repeat the report here.

The clerks of the W.P.A. War Information Centers spent fifteen minutes in the building on September 16, in connection with their visit to the State Library.

A high school boy named Wehrenberg, a Minian Edwards descendant, brought in some early family papers on September 24. His family owns Mrs. Lincoln's wedding dress and other Lincoln mementoes. He spent an enthusiastic hour going through the building and looking at our Lincoln collection.

The Boy Scout troop from Hay Edwards School were taken thru at the request of their scoutmaster.

### Reference Work.

Reference work for the second successive month showed a marked decline, both in the historical and in the departmental field. This is due of course to obvious reasons: that the public has other things to think about besides family history; there is practically no graduate work being done in our universities, due to drains by the draft and the urgent demand for teachers; decline in private business which in turn affects State business. This does not mean that the Archives staff should be reduced in size, because our schedule is so tight now that a single absence throws all staff work off balance. When Mr. Hansen has to take the desk, for instance, he loses precious time needed in the photographic laboratory, even though he does other work while at the desk. The fewer calls should, however, permit speeding up of some of our indexing and other work in preparing records for public use.

We have had some very interesting correspondence during the month relating to archival work. Mr. Dorsey W. Hyde, Special Assistant to the Archivist of the United States, has written several times in relation to the proposed regional depositories of the National Archives.

The Minnesota Historical Society asked advice about proposed new legislation which would permit the use of microfilm in reducing the bulk of State records.

The Nevada Historical Society asked for suggestions for legislation to create a Nevada archives department.

The New York State Department of History asked to borrow copies of the plans for the Illinois Archives Building, as they are making preliminary studies for a post war building. Photostatic copies of our floor plans were made for them, and a copy of the American Archivist article sent them. For copies of the specifications, for which they also asked, they were referred to Mr. Hammond who said he would be glad to send them any information they need.

### Staff Work.

Mr. Wetherbee is rearranging and annotating the Lincoln items. For some years these have been kept in a Man-u-save volume, but have now overflowed that volume. It has been necessary to take them out and in so many times that we decided to file them instead in individual folders in boxes in the safe. We have nearly 200 items of Lincoln interest. Since Dr. Pratt has searched the files rather carefully, it is likely that few additional items will be found. However, Mr. Wetherbee is re-checking the legislative journals to find notes on other items of Lincoln interest not in his handwriting, and notes will be made concerning these. In the case of each document, Mr. Wetherbee is noting not only a description of the document but Lincoln's interest in it. At present he is listing only items in Lincoln's handwriting, but will add cards later for

legislative material of Lincoln interest not in his handwriting. Mr. McCoy plans to publish this list in the February number of Illinois Libraries. We have film copies of all the Lincoln items, but they are scattered. We propose to film the notes and the items in Lincoln's handwriting on one roll. Doubtless other institutions will want to buy copies. In case Mr. Hansen should be drafted this should be done immediately, though Mr. Wetherbee has not completed his notes.

The archivist had hoped to finish the history of State departments before leaving on her vacation, but will not be able to make it. Originally it was planned merely to make corrections and additions and to add bibliographical citations to the old study, but before the end of the alphabet was reached the study became more detailed. It is still not ready for publication, and will require another later revision. This must wait until the cataloging is completed.

The archivist is also working on the county manual suggested in the last report, and she hopes to complete it for early publication.

### Archives Extension

It seems best to append a full copy of Mr. Blood's report on his field visits this month rather than a summary. We have discussed the compilation of a report form to facilitate keeping records of these field visits, but decided such would not be practicable for the first visits to county officials, because of the miscellaneous and experimental character of the conversations.

Mr. Blood reports a cordial reception everywhere. He has to date visited one-fourth of the counties in the state.

The chief topics discussed with county officials have been:

- 1) Record destruction. Unanimity of opinion that legislation is needed. Agreement that the assessment records could be destroyed; some disagreement about other records suggested. It seems probable that it will be desirable to require some form of approval of destruction by the State archives, but we are not yet ready to make any recommendations on any phase of this subject. A report will be made later on this.

- 2) The possibilities of microphotography

- a. As insurance against loss of originals. Here I repeat my recommendation that we offer as an inducement to the counties to have their most important records filmed, that we will as rapidly as possible film their earliest records and keep the films here, with the understanding that we will furnish enlargements at cost in case of destruction of originals. Charging for copies might protect some originals from destruction "because the State has copies anyhow."

- b. As a means of reducing the bulk of originals. Since there is some disagreement over the advisability of destroying certain records, it might be well to require that film copies be made of all originals destroyed

3) Photostating.

- a. Several counties have inquired about the possibility of obtaining photostatic copies of worn out originals. At present my feeling is that we should supply free copies only where the originals are sent to us for safekeeping. Otherwise I fear we might have too many requests for our budget. Mr. Blood does not think we would be asked to make many copies since many counties have recently had transcriptions made by W.P.A. labor. Several counties which are considering the purchase of their own photostat machines after the war, would like to get previous experience with the legibility, durability, etc. of photostatic copies before approaching their county boards. The matter of competition with photostating companies must be carefully considered if we make a charge for photostats.
- b. Photostating of plat books for county recorders was suggested as a service which is much needed and would be much appreciated. The large size of most of these might cause technical difficulties, but Miss Meyer would know how to take care of that.

Specific recommendations upon these and other points will be made as soon as possible.

Photographic Laboratory.

	<u>Exposures</u>	<u>Enlargements</u>
Mr. East	14	28
Carthage Library	36	36
Archives Plans for N.Y.		5
Enrolled Laws	317	
Box 40, 1833 #1601-1660		
Box 41, 1833 #1661-1720		

Several years ago a number of Peoria County records were sent to the city dump. Mr. Earnest East, then a Peoria newsman, now in charge of the newspaper room of the State Historical Library, rescued some of them. Among these documents is a register of the first officials of Peoria County. Mr. East has returned this document to a more appreciative county clerk. At his request we made him a photographic copy of the same.



Mr. Hansen now has 18 rolls of Enrolled Laws film. His progress today is as follows:

1812-17  
1817-27  
1829-31  
1831-33  
1833  
1901  
1903-08

Enrolled

1478  
2661  
1160  
690  
86  
1274  
1292  
9326

Respectfully submitted,

MIB

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Archivist

**ARCHIVES ACCESSIONS**

**September 1942**

**Secretary of State  
Index Dept.  
Deeds**

**3**

## Archives References

September 1942

<b>Routine Departmental Calls</b>	
General Assembly	17
Secretary of State	
Corporation Dept.	
Annual Reports	40
Index Cards	7
Executive Dept.	
Executive File	1
Notary Bonds	2
Trade Marks	2
Index Dept.	
Enrolled Laws	15
Deeds	5
Election Records	17
Securities Dept.	
Brokers' File	1
 <b>Historical and Non-Routine</b>	
Historical	2
Lincolniana	1
Genealogy	3
<b>Mail Inquiries</b>	
County Archives	1
History	2
Lincoln Items	1
Archival Technique	1
	<hr/>
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**ARCHIVES CATALOG**

**September 1942**

**Cards made by**

**Archives Catalog Department  
General Catalog Department**

**103**

**18**

# ARCHIVES DEPARTMENTAL VAULT PASSES

September 1942

Auditor	8
Civil Service Commission	11
Commerce Commission	4
Insurance Dept.	1
Liquor Revenue	1
Public Health	
Div. of Vital Statistics	24
Public Instruction	1
Registration & Education	82
Secretary of State	
Court of Claims	1
Executive	20
Index	3
Securities	1
Supreme Court	2
Treasurer	16
	<hr/>
	152

# Illinois State Library

## Archives Department

October 1942

The archivist was absent on vacation the first and second weeks of October, in the office the third week (but spent most of her time making a special search in the newspaper files in the Historical Library), and was absent all the last week of the month attending the annual meetings of the Society of American Archivists and American Association for State and Local History held at Richmond, Virginia. A separate report on this trip will be filed.

The Archives Department of the State Library was also represented at the annual meeting of the Illinois State Historical Society held at Jacksonville October 2 and 3. Mr. Blood attended both days; the archivist attended the first day and Mr. Wetherbee the second. As usual, the value of the meeting was gained from opportunities for personal contacts, but the program was also very interesting. At Friday afternoon meeting two papers were presented, one on "College Life in Illinois a Hundred Years Ago", by Ernest G. Hildner of Illinois College; the second paper, "The Indigent Lincoln" by Harry E. Pratt of Springfield. Professor Avery O. Craven of the University of Illinois spoke at the dinner meeting on "Southern Attitudes Toward Abraham Lincoln". Director Rodney Brandon of the Department of Public Welfare also read a paper, "Dorothea Lynde Dix: Redemptress of the Insane". The Saturday morning sessions were largely demonstrations on the teaching of Deaf and Blind pupils at the State Institutions.

Mr. Blood, the field visitor for archives, has been ill since October 22 (part of the time in the hospital). He has not been able to prepare a report for October though he has dictated notes on trips taken the early part of the month. A report on his field activities will be filed later. It should also be noted as of record that a son, Charles Kenneth Blood, Junior, was born on October 4th.

Mr. Wetherbee has finished the annotated list of Lincolniana in the State Archives. Cards for the same have been filed in a special drawer of the Archives Catalog labelled "Lincolniana". He has also prepared the list as an article for the February number of Illinois Libraries.

Mr. Hansen was absent on account of illness the day upon which this report was written (November 2) and seems not to have filed his monthly report of the work of the photographic laboratory. This report will be filed later.

Mr. Blood has asked us for an estimate of the cost of photostating certain county records to replace records worn out. Estimates given at Richmond varied from \$23 to \$200 per

volume. The Photostat Corporation quoted (October 6, 1942) a price of \$30.81 per roll of Grade HH 14" x 300' double faced, Photostat paper, terms net 30 days, including cost of transportation but not federal excise taxes from which we are exempt, provided, of course, exemption certificates accompany the order. We could get about 360 pages (taking on both sides), or approximately, one average size county volume to a roll. If the size of the pages could be cut down so that the copies could be made crosswise instead of lengthwise of the roll, the number of pages to a roll could be materially increased. The Virginia Attorney General has worked out legal forms for certifying copies of Virginia County records made by the State Library for the counties, and we are to receive copies of these forms.

Mrs. McFadden is unfolding and rechecking the filing of General Assembly records. She has been working backwards, the archivist forward. The archivist has completed analytical cataloging (and of course, the refiling) through 1869. Mrs. McFadden is working on the year 1909. Of course she is not doing any cataloging. Most of the analyticals for the period 1899-date have already been made.

Mrs. Nelson devotes practically all her time to filing, and as most of this is of routine nature it is not reported upon from month to month. A large part of her time is devoted to files of the Corporation Department which really are semi-current records but which we have always serviced because that Department believes we can better protect than it can. About ten years ago one of its clerks tampered with the records in those files kept in its own office, and our system of checking in and out is believed to be more of a safeguard. Mrs. Nelson's filing is up to date and she is now ready to begin on the 1940 files, expected to be transferred shortly.

Mr. Wetherbee reports that in addition to his other duties he has "been plugging away at the Perrin collection whenever time permitted, but not great headway has been made yet".

The reference work continues to reflect a decline in interest in private research and a recession in non-war industry as it affects State business. Recent developments in the oil industry have resulted in a number of calls for land patents for Vandalia outlots.

The most important archival discovery made recently was reported by Mr. Roddy, land records clerk in the Auditor's office. Mr. Roddy has recently discovered a copy of the deed from the State to the Illinois Central Railroad of lands granted by the federal government in aid thereof. The original deed, which appears to contain the only complete list of the lands involved, was destroyed while in the custody of the Circuit(?) court of Cook County in the Chicago fire. It has always been believed that this deed was never recorded in extenso. Recently, Mr. Roddy discovered that the deed was

recorded in Marion county in connection with the platting of Centralia. This record clears up the title to many thousand acres of Illinois land, much of it in the oil fields. Mr. Vogel is securing a certified copy for filing with the deeds to State property. Marion County itself will have a nice source of fees since certified copies for individuals will have to be made by its recorder.

Visitors have registered from fifteen towns and cities in Illinois, the States of Pennsylvania and Ohio, and from Washington, D. C. Miss Lillian Kessler was the Washington visitor. She has been visiting the various depositories for unprinted HRS materials to check with the various institutions receiving them. She particularly commended Mr. Blood upon the systematic and carefully documented transfer of the records to us.

#### DEPARTMENTAL VAULTS.

The Vital Statistics Division of the Public Health Department has transferred its search work to its Departmental Vault. Downstate records formerly kept in the Centennial Building and the index cards have been transferred. The clerks who do the search work on these records have been allowed to have their desks in the room. The Department of Public Health released all its bays to this Division, which now occupies all but two bays in Vault 9 North. We lent a table and a desk to them on order of the Assistant Librarian.

#### ARCHIVES BUILDING.

The two chapters of a teachers' educational sorority which have been meeting in the building were notified that on account of war regulations it is impossible to continue the privilege. The building is closed at 5:15 P.M. to all except those having special cards (the air raid wardens and the archivist).

Respectfully submitted,

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Archivist

mfn



Illinois State Historical  
Society *forty-third Annual Meeting*

Jacksonville, Friday, October 2  
and Saturday, October 3, 1942

*In co-operation with* Morgan County  
Historical Society, Illinois Col-  
lege and McMurray College



The public is cordially invited to attend all sessions

# PROGRAM

## FRIDAY, OCTOBER 2—2:30 P. M.

Sigma Pi Hall, Old Beecher Hall, Illinois College

Presiding: DR. CARL E. BLACK, President, Morgan County Historical Society

*College Life in Illinois a Hundred Years Ago* . . . . . ERNEST G. HILDNER, Illinois College

*The Indigent Lincoln* . . . . . HARRY E. PRATT, Springfield

## FRIDAY, OCTOBER 2—4:15 P. M.

Tea at the David A. Smith House, Illinois College

## FRIDAY, OCTOBER 2—6:45 P. M.

ANNUAL DINNER . . . HOTEL DUNLAP

Presiding: JOHN H. HAUBERG, President, Illinois State Historical Society

*Southern Attitudes Toward Abraham Lincoln* . . . . . AVERY O. CRAVEN, University of Chicago

*Dorothea Lynde Dix: Redemptress of the Insane* . . . . .  
. . . . . RODNEY BRANDON, Director, Department of Public Welfare

## SATURDAY, OCTOBER 3—9:30 A. M.

Henry Pfeifer Library, MacMurray College

*Jacksonville's State Institutions* . . . . . DR. CARL E. BLACK, Jacksonville

## SATURDAY, OCTOBER 3—10:00 A. M.

State School for the Blind

Demonstration, by DR. ROBERT W. WOOLSTON, Managing Officer, of methods by which blind children are educated.

## SATURDAY, OCTOBER 3—11:00 A. M.

State School for the Deaf

*The Teaching of the Deaf* . . . . . DAN T. CLOUD, Superintendent

## SATURDAY, OCTOBER 3—12:15 P. M.

McClelland Dining Hall, MacMurray College

(East College Avenue Entrance)

Luncheon. Presiding, JEWELL F. STEVENS, Vice President, Illinois State Historical Society

*History in War Time* . . . . . DR. CLARENCE P. MCCLELLAND, President, MacMurray College

. . . . . and DR. H. GARY HUDSON, President, Illinois College

## SATURDAY, OCTOBER 3—2:00 P. M.

Henry Pfeifer Library, MacMurray College

Annual Business Meeting and Directors' Meeting

# Historic Jacksonville...

Jacksonville, county seat of Morgan County, home of statesmen, site of colleges and public welfare institutions, was founded in 1825. The town grew rapidly until 1830, when the census gave it a population of 446. Between 1830 and 1840, when Morgan became the most populous county in the state, it gained 1500 inhabitants, and during that decade—and, in fact, until the Civil War—it exercised an influence in Illinois out of all proportion to its population.

The men who founded Jacksonville were predominantly Southern in origin. Southern customs and points of view prevailed until the founding of Illinois College started an influx of New Englanders. The New Englanders, by and large, were abolitionists; most of the Southerners were either in favor of slavery or indifferent to it. Nowhere in the state did antagonistic principles conflict more sharply; nowhere were they argued by abler men. Often bitter animosities were generated, but the ferment made Jacksonville the intellectual center of Illinois for many years.

On one subject—the importance of educational facilities—all factions were agreed. Illinois College was founded in 1829, largely through the efforts of a remarkable group of young zealots known as the Yale Band. The Jacksonville Female Academy was founded in 1830, and functioned until it was merged with Illinois College in 1903. The Illinois Conference Female Academy, founded in 1846, is now well known as MacMurray College. The Ladies Education Society—organized in 1833 for the purpose of assisting young women to obtain higher education—is believed to be the oldest woman's organization in the United States.

A century ago the people of Jacksonville were not only interested in educational facilities for superior young men and women; they were also concerned about the care and training of those who were handicapped and unfortunate. As a result of their interest, supported by political acumen and influence, the state's first charitable institutions were located there. The School for the Deaf was opened in 1843, the State Hospital for the Insane was founded in 1847, the School for the Blind in 1849. Together, these three institutions give Jacksonville a unique place among Illinois cities.

Many notable men have made Jacksonville their home. Stephen A. Douglas lived there from 1834 to 1837. Three Jacksonville men have served as governor: Joseph Duncan, 1834-1838; Richard Yates, 1861-1865; and Richard Yates the younger, 1901-1905. John J. Hardin represented the district in Congress, and was killed at the Battle of Buena Vista. A leader of a later period—William Jennings Bryan—began the practice of the law in Jacksonville after graduating from Illinois College. Educational leaders include Edward Beecher, first president of Illinois College; Jonathan Baldwin Turner, teacher, editor, and educational propagandist; and Newton Bateman, the state superintendent of public instruction whose influence on the developing public school system of Illinois was decisive. The list is far from complete, for in Jacksonville the number of famous sons is almost legion.

Jacksonville today is a beautiful city of 20,000 inhabitants. Its colleges and state institutions set it apart from other cities of its size, while its strong New England tradition, in full harmony with its quiet, elm-shaded streets, gives it added distinction.

## General Information

Tickets for the Annual Dinner, Friday, October 2, will be \$1.00 per person. The luncheon, Saturday, October 3, is complimentary to non-residents of Jacksonville, and \$0.60 to Jacksonville residents. *Reservations for both dinner and luncheon must be made no later than twenty-four hours in advance.* A reservation card is enclosed. Should it be lost or mislaid, make reservations with Miss S. Margaret Fraser, MacMurray College, Jacksonville, Ill (Phone 526).

Illinois College is three-quarters of a mile west and south of the public square on West College Ave., which is also Route 36. To reach Beecher Hall, enter the campus from the driveway immediately west of the Main Building on West College Ave. The David A. Smith House is located at 1061 Grove St., at the southeast corner of the campus.

MacMurray College is two blocks east of the public square. The Henry Pfeiffer Library stands at the southern end of the campus, McClelland Dining Hall at the east side of the middle campus. For the luncheon on Saturday, enter McClelland Dining Hall from East College Ave.

Transportation from the School for the Blind to the School for Deaf, and from the latter to McClelland Dining Hall, will be provided for those without it. Visitors with cars, however, are requested to use them.

## Hotel Accommodations

The Dunlap: Single, with bath, \$2.50 to \$3.50; Double, with bath, \$3.50 to \$5.50. (Rooms without bath are also available.) *Reservations should be made in advance.*

## Travel Information

Jacksonville has good east and west bus service between Quincy and Springfield (with connections), and north and south bus service between St. Louis and Peoria (with connections). The Alton, Wabash, and C. B. & Q. railroads offer limited service. Chicago members will do best by traveling by train to Springfield, thence by bus to Jacksonville.

## Further Information

For further information, write to Paul M. Angle, Secretary, Illinois State Historical Society, Springfield.



## **Society of American Archivists**

The Society of American Archivists held its sixth annual meeting at the John Marshall Hotel at Richmond, Virginia, October 26 and 27, 1942. All sessions except one luncheon were held in the Roof Garden of the hotel, away from the distractions of the lobby.

The first session had for its topic: Planning a Permanent Program for Federal Records in the States. President R. D. W. Connor of the University of North Carolina presided over the panel discussion lead by Oliver W. Holmes of the National Archives,, William D. McCain of Mississippi, Capt. Jesse S. Douglas of the Adjutant General's Office, U.S.A. and Richard B. Morris of the College of the City of New York.

Dr. Holmes presented the problems involved in deciding how to handle records of field agencies of the U.S. government---whether to centralize all files or whether to keep in field depositories. In the case of closed field agencies there is precedent for leaving records in the states. The General Land Office in 1840 authorized a general survey of its records. Beginning in 1853 it began the practice of turning over records of closed land offices to the states, providing that federal officials should have free access to them, and not turning them over until the states could and would really give them care. In 1876 and subsequent acts such records were transferred to the states, beginning with Ohio, Indiana and Illinois. In 1933 the practice was made general for all land office records. Presumably all records in local U.S. land offices were duplicates of records in Washington. Since the states had no other records of the basic land titles, it was appropriate for these records to remain in the states. Actually, however, some of these records are not duplicated in the General Land Office, which has consequently suffered some inconvenience as a result of the transfer.

A second precedent for leaving records of field agencies in the states is found in the Indian Affairs Department. Records of the Indian agencies for the most part are not duplicates of the home office files. In 1934 Congress passed an act placing the records of the former Indian agencies located in Oklahoma in the custody of the Oklahoma Historical Society, with the proviso that copies should be furnished the federal government without cost, as requested. In 1938 legislation permitted a similar transfer to the state of Nebraska, but no action has been taken. The justification for such transfers in the case of these two states is that early territorial government developed from and thru these agencies.

### **Recent developments are**

- 1) The removal of central offices (not field offices) from Washington to Chicago and other cities. Transfer of the records of such offices to the National Archives will probably wait until the records concerned are completely inactive.

- 2) Establishment of temporary war agencies, with field offices. There will be pressure to centralize these agencies and their records after the war, due to convenience in handling personnel matters and claims. Depositories will have to be under the control of the National government, but it is not known whether the National Archives will be given the task of carrying on the work after the central agency is closed. To make clear what Dr. Holmes was driving at, we might cite the records of the Illinois soldiers' homes. After the expiration of the time for filing claims and after the board was discontinued, the records were turned over to the Adjutant General, who was to handle all future inquiries relating to the subject and involving the records. Dr. Holmes was raising the question as to whether the National Archives or some other agency would do such work.,

The systems which have been proposed are 1) regional depositories; 2) federal-state cooperation; 3) centralization in Washington.

**Regional depositories.** There were 70 federal agencies with regional schemes in 1936. It is possible that in the interest of better coordination between federal agencies federal sub-capitals may result, or at least regional administrative reference bureaus. The regional depositories for archives might be developed along the lines of federal administrative growth. Against such regional depositories plans is the fact that federal regional agencies have overlapping boundaries, not even co-extensive with state boundaries. There would probably be jealousies between states if an attempt to set up regional depositories were made. It has been proposed to set up regional archives in all large cities, but this is not a true system because not representative of true administrative organization.

One proposal is to deposit in state libraries or state archives. Such a plan would probably not be effective, due to the reluctance of federal agencies to deposit in non federal agencies. All important records would be taken to Washington. Furthermore, many states do not have a good archives set up and are unprepared to assume the burden of caring for federal records. Even good state archival agencies would not have the time to devote to such work. They have their own problems and their own responsibilities. Federal archives so deposited would be crowded out of the state archives. Furthermore, the federal agencies would insist upon controlling their own records, and this dual system of control would be a source of irritation.

Another proposal is for a system of federal depositories in the various states-federal institutions federally supported. Possibly this could take the form of federal-state cooperation in joint use of archives buildings. The records would be administered and serviced together, but the records themselves kept separate.

This might result in better buildings and better administration than either the federal or the state could afford alone. This would also mean that records of federal-state cooperation being kept close together, neither party would have to save records duplicated by the other. This plan would win better political support because state pride would be appealed to, whereas there is no regional cohesion politically. There are decided disadvantages, however, because state capitols are not always the largest cities--Harrisburg, Springfield, Dover, Annapolis, etc. State universities are likely to want to use the records for research, and state universities are not often in the capitols. Rather than cooperate, the federal agencies involved would probably prefer to send their records to Washington. Furthermore, state boundaries are not acceptable boundaries for federal agencies always overlap state lines.

Neither central nor field records can stand alone. Both administrator and historian must use both or the result will be one sided. The decision cannot be made on the basis of where the use will be greatest. No federal records are purely national and none are purely local.

Centralization of records is more economical and efficient than field archival repositories. Against this must be weighed the lack of space in the National Archives; the fact that in case of war it is unwise to have all federal records concentrated in one place. It would be cheaper to build one building in Washington and to insure thru multiplication of copies. The kind of records will determine how to handle some records. For instance, the records of federal courts in the 83 judicial districts are not really field records, but stand alone. The loan folders of the Farm Credit Bureau, Rural Electrification Administration, H.O.L.C., etc., also of city post offices, such agencies as the Tennessee Valley Authority, etc., obviously should not be centralized at Washington.

It is likely that a combination program will be worked out, with temporary concentrations in warehouse type, not archives buildings. Here temporary as well as permanent records would be filed. The staff here would have as its work the weeding of files, preliminary arrangement of records, microfilming, organizing and inventorying the permanent records in preparation for transfers to Washington. This would give temporary relief to the storage problem and be an intermediate step to deciding whether to centralize all records at Washington or to have field archival agencies. It would give time to get an idea of permanent depository requirements and to make long range plans.

Dr. Holmes' paper is summarized here in detail because it relates to a matter in which we are deeply and immediately interested.

Of the afternoon papers on the topic "Records Administration and the War", the paper read by Lt. Comdr. Willard F. McCormick, formerly of the Carnegie Illinois Steel Corporation,

was the most practical. He is now assistant management engineer of the U.S. Navy Department. He said most people, including most archivists, look upon all records as sacrosanct, and fail to understand that they should be retained only if they are actually essential records. Controls should be set up to keep down the quantity of records accumulated. These controls should be

- 1) An effort to prevent unnecessary records from coming into being. When he receives an application for use of a new form he requires an answer to questions as to why the form is needed, who needs it, what information will be contained, when and under what circumstances it will be required, where it will be prepared, how long the information will be required.
- 2) Correct design of records. This is the weakest point, and comes from a lack of understanding of filing operations. Too many records are created not of a standardized size for equipment obtainable. The sizes which are correct for filing are also the most economical.

The weight in arrangement to the size is important. Ordinarily 16 pound bond is sufficient for records. The saving of space between weights is a major item--300 sheets per filing inch for 16 pound paper as against 260 sheets for 20 pound paper. The arrangement of the form is important. When filing alphabetically the names should be in easy filing position; the same being true for numbers or other filing symbols.

Different color schemes for folders, etc., also saves filing time.

- 3) Determine at the time of starting a file, what is to be filed, how long it is to be retained, and how it shall be classified and indexed.

The importance of preventing useless records from getting started was emphasized over and over. A centralized control should be set up, and requests for introduction of new forms should clear from that.

Mail order houses return their original orders to the customer as one way of keeping down bulk of records. The filing of 2 to 3 copies immediately increases the filing room needed by 50%; a change in size from Correspondence to Legal size increases filing space needed 18 to 20%. Unnecessary correspondence should be avoided, transacting as much business as possible over the phone and only reducing the most important things to writing. Among other suggestions he made were that one could reply to routine requests for publications, etc., on the original letter, thus saving filing space for two sheets. Where the correspondence is not routine, the back side of the original letter can, if on standard size, be used for the carbon copy. Both sides of the sheet can be used for mimeographing. Mailing lists should be checked and weeded out to prevent duplication of names. He referred to a bulletin issued by the U.S. Civil Service Commission entitled Correspondence Management.



The U.S. Navy Department in its recent effort to reduce paper work has been able to save 10,000 man hours per quarter. Each bureau was asked two questions: What reports do you receive which you do not need? What reports which you are required to prepare do you question as to value? 1000 forms and reports have been eliminated, and this has required no effort on the part of the central clearing house. Cash rewards have been given for rewards for suggestions for elimination of unnecessary paper work.

Robert H. Bahner, now of the Navy Department, formerly of the Agricultural Department archives at the National Archives discussed the problem of what is to be retained and how long. He discussed this as a problem of the agency rather than of the National Archives. The Navy Department (?) had 16,500 filing cabinets in February 1942. From February to October 1942, 5670 cabinets were added. The number of forms issued increased from 187,000,000 sets filed prior to the war, to 441,000,000 for 1942; inspection reports increased from 1,700,000 to 15,000,000. 20,000,000 forms or 50 tons per year for one form alone are piling up now. Important records will be destroyed or buried. A policy must be formulated and a schedule of disposition drawn up. After making several suggestions as to how a survey could be made and schedules drawn up, he described the policy of the Tennessee Valley Authority. This agency segregates at the time of filing. The official who receives the correspondence decides whether records are to be kept 30 days, 1 year or permanently. The stenographer should not be entrusted with this decision. Dr. Bahner also emphasized the fact that not all papers are records. The distinction should be made between documents made for convenience and records.

I did not take notes on Dr. Brooks or Dr. Vanneman's papers, which were less interesting to me. Miss Chatfield of the U.S. Treasury Department pointed out that office memoranda are important because policy forming and she feels that all important telephone conversations should be recorded. This led to a discussion of Soundscribe equipment. Thin plastic disks can be filed like letters.

The only other session on which I took notes was the one relating to materials.

Mr. F. Edward Keegan of the National Archives discussed Papers, Carbons and Ribbons. The factors to be looked for in paper are:

1. Permanence

The degree to which it resists chemical action from ingredients in the paper or the surroundings. This is conditioned by the chemical purity of its composition and care in making. Permanent records should be restricted to 100 per cent rag paper.

## 2. Durability

The degree to which paper retains its original qualities under use--the physical strength as determined by bursting and folding tests.

## 3. Finish appropriate for writing and one that takes erasures well.

## 4. Color

For transitory records paper of rag and wood pulp, of quality no more than adequate for temporary use will result in a saving of from 25 to 30%.

Another saving can be made of keeping sizes of records to stock sizes of paper: A-22-40.

## Carbon paper

This should be made with carbon black as the ink base. This is not affected by light or water but has a tendency to smudge. The remedy is to dip the copy in a starch solution made up of 25 grams of cornstarch, one litre of boiling water.

Mr. Barrow's paper has been summarized in connection with the report on the visit to his shop in the Virginia State Library.

Mrs. Gambrell's paper on housing and storage suggested that a study of the various sizes of paper in vogue at different times would be profitable. The large size folio papers of an earlier date do not fit into modern filing cabinets. She suggested that we should prepare specifications on the kind of equipment needed while the manufacture of filing equipment is suspended on account of the war. Perhaps we could induce manufacturers to furnish more flexible equipment.

Dr. Radoff of Maryland discussed some of the drawbacks of microphotography from the archivist's point of view. Anarundel county (Maryland) records were microfilmed to reduce the bulk of the records. The county officials cannot learn to operate the reader and change the film. It has been necessary to keep the film at the Hall of Records and to return the original records to the counties, which does not solve the space problem for the counties. Older readers, who are in the majority among persons using the film, complain of eye strain. Copies of film are not usable for persons in small towns because readers are too expensive for individuals or small libraries.

The cameras are unsatisfactory. No portable machine does first rate work (Dr. Tate took vigorous exception to this). The cost of a satisfactory camera is out of reason--\$1000.00. That camera has structural defects: the base is too wide for record work. One has to bend over to operate it; it is too heavy; there is no effective cradle. His institution charges a minimum

service charge of \$1.00 for copies which are taken from more than one volume.

The photostat is slow and costly. It takes 2 hours to do one photostat from taking to trimming. His operator can do only 13 pages per hour exclusive of washing. The work costs 20 cents per shot exclusive of labor costs. A record book costs \$200 exclusive of binding. (Mr. de Valinger of Delaware challenged this cost-- says a 350 page volume costs \$23 to \$25 per volume exclusive of labor which you have anyhow). Maryland has been copying county land records on the photostat and to date has spent \$6000 but has not finished a single county yet.

A bookholder for photographing record volumes is needed. The glass cover has to be moved each time a page is turned, and changes in height as pages are turned compensated for in the focus at frequent intervals. It should be possible to take both pages at one time--a double camera is needed. Otherwise it is difficult to bind pages properly.

The program of the American Association for State and Local History was interesting, but I did not take notes. Dr. Hamer's paper on possible post-war projects for indexing, calendaring and cataloging materials on local history in the National Archives was just what the title implied--a proposal to set up such projects to exploit material of interest to the states. Dr. Fuller pointed out that the states of the old Northwest Territory had through a cooperative enterprise employed Dr. Mereness to make such calendars many years ago. The youngsters at Washington had never heard of it and didn't want to hear about it. Incidentally, these calendar cards (for all 5 states) are at the University of Illinois, presumably in the custody of the History Department which financed the work. Whether later transfers of the records involved to the National Archives and subsequent reclassification would invalidate the usefulness of this calendar for locating individual documents is not known. The Illinois Historical Survey had transcripts made of some of these documents.

Neither in this nor any other proposal relating to a revival of H.R.S. (which was definitely in the air) was any consideration given to the quality of the work to be performed. I think our own experience showed quite definitely that persons of definite white collar background could, under close supervision, be taught to index and to perform certain routine jobs, but that they do infinite damage if they are turned loose in the vaults. We are having to refile our election records, for instance, which they got all mixed up while checking for the editorial work on county inventories.

The programs of the two meetings were carefully worked out and pertinent to wartime archival problems. Most of the individuals on the programs, however, too obviously are approaching their administrative archival problems from the point of view of what they want to do to further their own historical research. If only because of the stimulation to indignation which it aroused,

I think Mr. Church's frank paper on the Relationship between Librarians and Archivists was one of the best. I do not agree with all his conclusions, and he made a bad blunder in confusing the archivist's word "classification", with the librarian's word "classification". However, what he said about the value of a librarian's knowledge of bibliographical practices and particularly of his experience with government documents, I can definitely agree.

MEB

Archivist

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THE SOCIETY  
OF  
AMERICAN ARCHIVISTS

*Sixth Annual Meeting*

P R O G R A M

HOTEL JOHN MARSHALL

RICHMOND, VIRGINIA

*October 26 and 27, 1942*

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REGISTRATION will be conducted in the lobby of The Hotel John Marshall, the headquarters of the Convention. The registration fee is \$1.00. Information will be available at the registration desk pertaining to Williamsburg, Yorktown, Jamestown and historic places in Richmond. Members and guests are urged to register and purchase tickets for luncheons and the dinner as promptly as possible on arrival or by mail in advance. Luncheons are \$1.25 and the dinner is \$2.00. Checks should be made payable to Miss Stella Bass and correspondence should be addressed to her at the Virginia State Library, Richmond, Virginia. Reservations for rooms should be made directly with the hotel chosen by each member. The Hotel John Marshall will be headquarters for the meeting.



## PROGRAM

**Monday, October 26, 10:00 A. M.**

ROOF GARDEN, HOTEL JOHN MARSHALL

PLANNING A PERMANENT PROGRAM FOR  
FEDERAL RECORDS IN THE STATES

*Chairman*

R. D. W. CONNOR, President, The Society of  
American Archivists

**Panel**

OLIVER W. HOLMES, The National Archives  
WILLIAM D. MCCAIN, Mississippi Department of  
Archives and History.  
CAPT. JESSE S. DOUGLAS, The Adjutant General's  
Office, United States Army.  
RICHARD B. MORRIS, College of the City of New  
York.

**Discussion**

**Monday, October 26, 1:00 P. M.**

LUNCHEON CONFERENCE, MARSHALL ROOM,  
HOTEL JOHN MARSHALL

*Presiding*

WILLIAM J. VAN SCHREEVEN, Virginia State Library

Records, Problems and Responsibilities in the Canal  
Zone, the Virgin Islands, and Puerto Rico  
GASTON LITTON, The National Archives

**Monday, October 26, 2:30 P. M.**

ROOF GARDEN, HOTEL JOHN MARSHALL

RECORDS ADMINISTRATION AND THE WAR

*Chairman*

SOLOM J. BUCK, The National Archives

**Panel**

PHILIP C. BROOKS, The National Archives.  
LT. COMDR. WILLARD F. MCCORMICK, U.S.N.R.,  
formerly of the Carnegie Illinois Steel Corporation.  
ROBERT H. BAHMER, Navy Department.  
HARRY VENNEMAN, Committee on Records of War  
Administration.

**Discussion**

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## PROGRAM

**Monday, October 26, 7:00 P. M.**

ANNUAL DINNER, VIRGINIA ROOM,  
HOTEL JOHN MARSHALL

### *Presiding*

FORMER AMBASSADOR ALEXANDER WEDDELL,  
The Virginia Historical Society

### **Presidential Address**

R. D. W. CONNOR, University of North Carolina.

**Monday, October 26, 9:00 P. M.**

ANNUAL BUSINESS MEETING, PARLOR A,  
HOTEL JOHN MARSHALL

**Tuesday, October 27, 10:00 A. M.**

ROOF GARDEN, HOTEL JOHN MARSHALL

### THE CONSERVATION OF CULTURAL RESOURCES

#### *Chairman*

JULIAN P. BOYD, Princeton University Library

### **War Time Program for Record Preservation**

DAN LACY, Committee on Conservation of Cultural  
Resources.

### **State and Local Program for the Collection of World War II Records**

WILLIAM D. OVERMAN, The Ohio War History  
Commission.

### **Discussion**

**Tuesday, October 27, 1:00 P. M.**

LUNCHEON CONFERENCE, MARSHALL ROOM,  
HOTEL JOHN MARSHALL

### *Presiding*

EARL G. SWEM, William and Mary College Library

### **Relationship between Librarians and Archivists**

RANDOLPH W. CHURCH, Virginia State Library

## PROGRAM

**Tuesday, October 27, 2:30 P. M.**

ROOF GARDEN, HOTEL JOHN MARSHALL

### TOWN HALL SESSION

#### *Chairman*

VERNON D. TATE, The National Archives

### **Papers, Carbons and Ribbons**

W. EDWARD KEEGAN, The National Archives

### **Restoration Methods**

W. J. BARROW, Virginia State Library.

### **Housing and Storage**

VIRGINIA LEDDY GAMBRELL, Dallas Historical  
Society.

### **Reproduction Methods (Microphotography)**

MORRIS L. RADOFF, Maryland Hall of Records.

### **Discussion**

**Tuesday, October 27, 5:00 P. M.**

COMPLIMENTARY TEA. THE WASHINGTON ROOM,  
HOTEL JOHN MARSHALL

**Tuesday, October 27, 8:15 P. M.**

ROOF GARDEN, HOTEL JOHN MARSHALL

### **Joint Session with the American Association for State and Local History**

### **War History from Local Newspapers**

H. J. ECKENRODE, Virginia Conservation Commission.

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**Second Annual Meeting  
of the American Association for State  
and Local History, October 27  
and 28**

Members of the Society of American Archivists are invited to extend their stay in Richmond to include Wednesday, October 28, on which day will be held the regular sessions of the Second Annual Meeting of the American Association for State and Local History.

During the morning session there will be a discussion of "Wartime Problems Confronting State and Local Historical Associations." Among the scheduled speakers are Dr. H. Harlow Lindley of the Ohio Archeological Historical Society; Dr. Douglas S. Freeman, Pulitzer Prize Biographer and editor of the Richmond News Leader, and Arthur J. Larsen of the Minnesota Historical Society. The luncheon will be addressed by Dr. E. G. Swem, Librarian of the College of William and Mary. The afternoon session will be devoted to a consideration of "Advanced Planning for the Writing of World War II History, Post-War Preparations of Indices, Abstracts, Transcripts and Inventories Helpful in Historical Society Work." The business session will be held from 8 to 9 P. M.

All meetings will be held at the Hotel John Marshall.

THE SOCIETY OF AMERICAN ARCHIVISTS is a national professional body, organized "to promote sound principles of archival economy and to facilitate co-operation among archivists and archival agencies." By means of publications, meetings, and committee studies it is providing a medium by which those in the field can learn not only of interesting progress but also of methods and materials useful in the conduct of their own business. It is helping to stimulate the development of a nation-wide archival consciousness and among its members are many persons who previously have been without encouragement in their work of preserving historical records.

The Society carries on the work done by the Public Archives Commission of the American Historical Association from 1899 to 1936. Its membership includes official archivists and custodians of manuscripts in historical societies, libraries, business and religious organizations, and is widely distributed geographically. Those wishing to apply as prospective members are urged to communicate with the secretary at the meeting or at Box 6154, Washington, D. C.

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# The Society of American Archivists

## *Officers, 1942*

R. D. W. CONNOR  
*President*

OLON J. BUCK  
*Vice-President*

PHILIP C. BROOKS  
*Secretary*

JULIAN P. BOYD  
*Treasurer*

## *Council Members*

*(In addition to the officers named above)*

SARGENT B. CHILD

WILLIAM D. MCCAIN

HERBERT A. KELLAR

MARGARET C. NORTON

MORRIS L. RADOFF

## *Editor*

THEODORE C. PEASE

## *Committee on Program*

HAROLD S. BURT, *Chairman*

WINNIE ALLEN

EMMETT J. LEAHY

OLIVER W. HOLMES

HOWARD PECKHAM

DOROTHY L. WOOD

## *Committee on Local Arrangements*

WILLIAM J. VAN SCHREEVEN, *Chairman*

WILMER LEE HALL

WILLIAM J. BARROW

RANDOLPH W. CHURCH

STELLA BASS

# Archivists Hear 3 Plans For Handling U. S. Records

Three plans for a permanent program for handling and preserving Federal records produced outside of Washington were presented today at the Hotel John Marshall to the members of the Society of American Archivists holding its sixth annual meeting here.

The plans were presented by Oliver W. Holmes, of the National Archives, in a panel discussion. Members of the panel were William D. McCain, of the Mississippi Department of Archives and History; Captain Jesse S. Douglas, of the Adjutant-General's office, and Richard B. Morris, of College of the City of New York.

One plan is to establish a system of regional depositories to be built and maintained by the Federal government. Another is to build depositories in each State with the States and Federal governments sharing the costs of maintaining the program.

The third plan would be the

centralization of all Federal records in Washington.

The records to be kept are those made by all Federal agencies which have regional offices outside of Washington such as the courts, Office of Price Administration, Treasury Department, and postoffices.

A survey which was made in 1935 revealed that 70 Federal agencies had established regional offices outside of the nation's capital.

At a luncheon meeting Gaston

*Concluded on Next Page*

# Archivists

*Continued from Preceding Page*

Litton, also of the National Archives, discussed the records, problems and responsibility in the Canal Zone, Virgin Islands and Puerto Rico.

Mr. Litton said much work has been done in gathering and preserving Federal records in these three countries, but at this time it is impossible to do more than find the records and urge local authorities to store them in existing buildings.

Efforts are being made, he said, to have depositories built in the three areas but no such buildings can be expected until after the war.

Scheduled for this afternoon was a panel discussion of "Records, Administration and the War." Philip C. Brooks, of the National Archives; Lieutenant-Commander Willard F. McCormick, Robert H. Bahmer, of the Navy Department, and Harry Venneman, of the committee on records of the war administration, were on the panel.

Former Ambassador Alexander Weddell is to preside at the dinner meeting tonight at 7 P. M., at which R. D. W. Connor, of the University of North Carolina, is to speak.

The archivists will meet again tomorrow and also the second annual meeting of the American Association for State and Local History will open.

Forty-seven members had registered by lunch today. William J. Van Schreeven, chairman of the committee on local arrangements, said about 100 members were expected.

Lourdes Costa e Souzao, of the Brazil Civil Service Department, is attending the convention.

# Plans Urged for Protection Of Archives, Manuscripts

Plans for the protection of archives and manuscripts should be made by all institution directors in case of air raids, Dan Lacy, of the National Archives, said today at a meeting of the American Association for State and Local History at the Hotel John Marshall.

Mr. Lacy, who is defense co-ordinator for the National Archives, said much material has been written on protection of historical records, but little attention is paid to smaller institutions where precautions may be taken.

"A survey of the building is advisable," Mr. Lacy said, "to determine safe areas for persons as well as for records and manuscripts. The next step should be to move to these safe areas the holdings of most importance, but making provisions for less rare articles. Many of the holdings may be microfilmed and placed in a safe place."

It was suggested that efforts be made to equip the institution with incendiary bomb fighting apparatus and to put protective blinds or wire netting over windows and skylights.

## LINDLEY IS SPEAKER

Harlow Lindley, of the Ohio State Archaeological and Historical Society, spoke on "The Effects

of World War I on State and Local Historical Groups."

Mr. Lindley urged all societies organized during this war to keep their records, and if the groups are discontinued their records should be turned over to local libraries or historical institutions.

"Many organizations which the former war occasioned," Mr. Lindley said, "did not preserve their records and far too little use has been made of the earlier experience. This should serve as an appeal to the officers of existing defense organizations, public and private and other bodies promoting the war effort, to keep a record of their organization and activities. State historical societies should take the lead in this and enlist the co-operation of local societies."

R. D. W. Connor, of the University of North Carolina, presided over the morning session at which wartime problems confronting State and local historical societies were discussed.

Also on this program, in addition to Mr. Lacy and Mr. Lindley, were Dr. Douglas S. Freeman, editor of The News Leader, and Kenneth E. Colton, of the Iowa State Department of Archives and History.

## ARCHIVISTS ELECT OFFICERS

During a business meeting of the American Society of Archivists held last night, ending the two-day convention, Mr. Connor was re-elected president. Other officers chosen are Harold S. Burr, of the Connecticut State Library, vice-president; Jester J. Cappon, of the University of Virginia, secretary; Julian P. Bowd, librarian of Princeton University, secretary.

The State and local history association will conclude its meetings tonight with a business session to be held at 8 o'clock.

# Preservation of All Records Is Urged at Meeting Here

Act 28

Preservation of all records including letters from men in the armed services, records of civilian defense offices, newspaper clippings and records of all organizations was urged yesterday by speakers at the sixth annual meeting of the American Society of Archivists at the Hotel John Marshall.

The establishment of historical commissions by State and Federal governments to direct programs for the collection of war records and materials was proposed by Dr. William D. Overman, executive secretary of the Ohio War History Commission, and Dan Lacy, of the National Archives, who spoke at the morning session.

Lacy pointed out that efforts are now being made to have a Federal commission named to direct a nation-wide program of preserving all types of war records.

## Must Be Planned

"Any program of collecting war materials must be planned and the work of the State and Federal commissions co-ordinated," Lacy declared.

"We must plan such a program so that it will be permanent and not just last for the duration of the war," he added.

Speaking on "War Time Program for Record Preservation," Lacy said many of the agencies of the Federal, State and local governments are being hurriedly set up with the idea of discontinuing them after the war. Since this is the case in many instances, little care is being taken to maintain proper records, while in other cases the records which are now being kept will undoubtedly be left "orphans" after the war unless preparations are undertaken to preserve these records in suitable places.

He pointed out that the various records of agencies of Federal and State governments are important not only because of their actual content but because they reflect economic views and trends of the times.

## Tells of Ohio Plan

Dr. Overman, who followed Lacy on the morning's program of speakers, outlines Ohio's plan for preserving war records.

Twenty persons have been named to the State commission to direct the program and a chairman has been appointed in each of the State's 88 counties, he said. War materials and records are brought to local libraries and subsequently turned over to the State Library.

"Dec. 7, 1941, was the signal for most of us to begin serious consideration of the problem of the preservation of war records," Dr. Overman declared.

He added that the State program, which is now in operation in 10 States, should be aimed to make all citizens conscious of the value of letters from men in service, as well as other records which may come into their possession.

Solon J. Buck, archivist of the

United States, presided at the joint meeting of the Society of American Archivists and the American Association for State and Local History in the Hotel John Marshall last night.

Dr. H. J. Eckenrode of the Virginia Conservation Commission, spoke on "War History From Local Newspapers" at the joint meeting.

The History Association will conclude its two-day meeting this afternoon, while the joint dinner last night marked the conclusion of the archivists' sixth annual meeting.

Yesterday afternoon's meeting of the archivists, conducted under the direction of Vernon D. Take, of the National Archives, included addresses by W. Edward Keegan, also of the National Archives; W. J. Barrow, of the Virginia State Library; Mrs. Virginia Leddy Gambrell, of the Dallas (Texas) Historical Society, and Morris L. Radoff, of the Maryland Hall of Records.

## Connor Re-Elected

R. D. W. Connor, of the University of North Carolina and former archivist of the United States, was re-elected president of the archivists' group at a business meeting Monday night.

Other officers elected for the ensuing year are Harold S. Burt, of the Connecticut State Library, vice-president; Jester J. Cappon, of the University of Virginia, secretary, and Julian P. Boyd, librarian of Princeton University, treasurer.

Philip C. Brooks, outgoing secretary, was elected to the council to serve a term of five years. He succeeds Karl L. Trever, of the National Archives, who was elected to membership on the society's editorial board.

Dr. Victor Hugo Paltsits, former chief of the manuscripts division of the New York State Library, was elected to honorary membership in the society. The only other honorary member, President Roosevelt, was elected last year.

During this morning's session of the second annual meeting of the American Association for State and Local History, there will be a discussion of "Wartime Problems Confronting State and Local Historical Associations."

## Freeman to Speak

Scheduled speakers include Dr. H. Harlow Lindley, of the Ohio Archeological Historical Society; Dr. Douglas S. Freeman, Pulitzer prize biographer and editor of the Richmond News Leader, and Arthur J. Larsen, of the Minnesota Historical Society.

The luncheon address will be given by Dr. E. G. Swem, historian of the College of William and Mary. The afternoon session will be devoted to a consideration of "Advanced Planning for the Writing of World War II History, Postwar Preparations of Indices, Abstracts, Transcripts and Inventories Helpful in Historical Society Work."

The business session will be held to 9 P. M. today and will conclude the two-day annual

## THE VIRGINIA ARCHIVES

The organization of the Virginia State Library, particularly as relates to the archives, is more like the Illinois set-up than in any other state. Virginia also has an administrative office, a general library, an archives division and an extension division. The archivist is William J. Van Schreeven who was made chief archivist three years ago, replacing Morgan P. Robinson who had been archivist since 1912. Mr. Robinson has reached retirement age, but is unwilling to retire because of the small amount of pension he would receive. His intimate knowledge of the records makes him invaluable as a reference assistant and he has been retained in that capacity. However, the situation is a delicate one and there is evident friction between Mr. Robinson's former assistants trained by and devoted to him, and those who have come in under Mr. Van Schreeven.

Mr. Randolph W. Church read a provocative paper at the meeting of the Society of American Archivists in which he stated that archivists need to know something of bibliographical forms, and he advocated employment of library trained personnel as assistants in the archives department. Mr. Hall, the State Librarian, in discussing this paper with me said that civil service library assistants were assigned to the archives division exactly as they would be to any other division of the Library. I commented on the reluctance of our library trained staff members to come to the archives because they say archives work is too different from library work and they feel they would be marking time professionally. Mr. Hall replied that he had not had much trouble that way - that he doesn't ask his people where they want to go, but puts them where they will be most useful. Miss Wood, a trained librarian, who has been an assistant in the archives division for over two years, took me on a tour of the building. I was much impressed by her interest and intelligence. Three older members of the archives staff made bitter and sarcastic comments on her work to me behind her back, and she told me she is leaving for another job immediately.

The archives department occupies the west half of the first floor of the State Library Building. The layout of rooms has been well thought out and appears to be efficient. The archives reading room opens from the library entrance hall. Photostats of county and early state records in frequent use, also historical reference books are ranged on shelves around the room; to those, the public has direct access. The furniture is light oak. The tables have flat tops inlaid with a plastic. Some are large tables which normally seat two persons but could be used for as high as six persons. Other tables are intended for one person only, and are about 3½ feet square, with a two inch projection at the rear to prevent books from sliding off. Separate book rests are used for propping up large volumes.

Since the map collection is under the archives department, there is a map alcove off the archives reading room. Both rooms are serviced from an L shaped charging desk. Behind the desk is a door leading to the elevator and stairs to the stacks; also a book lift and a pneumatic tube communication system. The latter is not in use because they do not have pages in the stacks at present.

The archives public catalog room is another alcove off the archives reading room. The catalog is not a catalog but name indexes to the Confederate war service records. No shelf inventory or general catalog is kept, but there is an accession book. No regular receipt form is used, individual letters acknowledging receipt being sent for each transfer. Mr. Van Schreeven says individual acknowledgments are more appreciated than form letters. We write individual letters too but issue receipts in regular form which state the conditions upon which we accept the transfers.

The Archives Preparation and Repair Rooms are in large rooms in the northwest corner of the building. The archivist's workroom and office with a stairway to the stacks open off the archives reading room and archives preparation rooms, respectively. A stairway leads from the outer office to the Rare Book Room, described below.

The Repair Room is operated by Mr. William Barrow who invented the Barrow laminating machine. His process has been fully described in an article in the American Archivist, and so I will not attempt to describe it here. New since that article is his method of washing the documents in solutions which neutralize acids. He places the documents between pieces of bronze screen and immerses each for twenty minutes first in a solution of .15 of 1% calcium hydroxide, then for twenty minutes in .2 of 1% calcium carbonate solution.

Mr. Barrow has experimented with acidity and aging tests in addition to those performed by the National Archives and the U. S. Bureau of Standards. He uses a small electric oven-like apparatus for accelerated aging tests. He finds in aging tests, a tearing loss resistance for silk of 54%, for laminated documents not washed with the neutralizing bath, of 31%; and for documents neutralized and laminated of only 5%. The silk process, he says, is susceptible to acidity in the silk itself and through the alum in the paste, and the paste attracts insects and is subject to mold. The lamination process fuses document and materials. He also quoted experiments of S. N. Sind, a chemist of India, substantiating his claims.

Mechanically, I believe the Barrow process has been perfected. The only question in my mind at present is the reliability of the accelerated aging tests. Silk can be washed off when it deteriorates. Freshly applied laminating materials can, with some effort, be steamed off in the machine. But if the cellulose acetate deteriorates with age or undergoes a chemical change the document is ruined. It is a simpler

and cheaper method than the crepelin process, and as far as can be determined through chemical tests, the materials used are chemically stable. The manufacture of laminating machines has been stopped by the war. By the time they will be obtainable again, I believe sufficient time will have elapsed to permit us to be sure that this is the process to use. I recommend that a machine be purchased unless some new and better process is available by that time. Virginia, Georgia, Maryland and Delaware have machines and all are enthusiastic over their use of them.

A homemade inexpensive violet ray lamp for reading and photographing faded documents is kept in a closet off Mr. Barrow's office.

The Archives Department shares the stacks with other departments of the State Library. At present there are seven tiers of stacks, with foundations to permit the construction of five additional tiers. Two tiers directly below the Archives Reading Room house the documents of that department. Bracket type shelves are used, with permanent columns at nine foot intervals. Shelving in the archives section is twelve inch for manuscript boxes and twenty inch for newspapers and large manuscript volumes. These shelves carry no brackets above the shelf line, giving continuous runs of flat shelving. This permits economical filing of uneven sized volumes.

Pasteboard boxes of various sizes are used for horizontal filing of all records. The varying sizes, much of it larger than would fit into present day commercial size filing cabinets, perhaps justifies the use of such filing boxes. For modern records, however, such a filing system is obsolete. The Virginia Archives Department does not concern itself with the present day governmental records, being authorized to accept governmental records only to 1865, also personal records. Some of these would fit into standard vertical files. Apparently no provision has been made in planning for the stacks for engineering problems involved in the possible future use of such cabinets. Although the bay width is sufficient, I doubt very much that the floors would be able to carry the weight of such equipment. Because these large horizontal boxes can conveniently be stacked only two or three high on a shelf, it is necessary either to multiply the number of shelves expensively, or to waste considerable space. There is not special segregation of archives from library sections in the stacks, and apparently expansion in the archives is to be made by shifting of library books. Since all stacks are closed to the public perhaps no special provisions for locking off the archives vaults are needed. Gratings in floors to permit circulation of air would seem to create a cleaning problem. The stacks are air-conditioned, but I saw no automatic fire alarm system. Fire extinguishers were spotted about the building, however. Presumably smoking is prohibited in the stack areas, but is permitted elsewhere in the building. The chief archivist himself was smoking a pipe in what seemed a careless manner in the archives preparation room. In Delaware, by the way, smoking by patrons in the reference room, under supervision, is permitted, but prohibited elsewhere. Delaware also seemed better prepared for air-raids with sand and other tools in every room and vault.



There is one general Receiving Room for the building, located on the first floor at the north-east corner of the building, adjacent to the Order room. Records and other materials requiring cleaning are taken by elevator to the basement Cleaning and Fumigating Room. A vacuum type fumigator is used, also the standard National Archives type cleaning machine.

The Photographic Laboratory, as in Illinois, under the jurisdiction of the Archives Department, is the best planned I have seen in any library or archival agency. It is located in the basement just beneath the Archives Preparation and Repair Rooms. "The laboratory is divided into three groups of rooms. In the center is an office set up with a movable steel and glass partition behind which are storage rooms for chemicals, film and paper. To the west of this are the darkrooms, photostat machines and washing and drying equipment. There are three darkrooms, one for the developing of film, one for making enlargements from microfilm, and one for the development of paper. The single and double-faced Photostat machines back up and open into this latter room, which also has a lightproof box for the passage of microfilm enlargement prints into it. Another box provides for the passage of completed prints to the washers and dryers. There are two additional rooms, one for the mixing of chemicals and one for the drying of film. Sinks are of stainless steel with hot, cold, ice and thermostatically controlled water. The east end of the laboratory consists of a large work space for microfilming, where the Model C Recordak and Photorecord machines are housed". Films are filed in a special vault off the Rare Book Room.

The Virginia State Library has for many years been photostating early county records. In 1928 an act was passed permitting county courts to lend records to the Archives Department of the State Library for such purposes on request. See copy of Virginia records act as appended. One of the State Library Board members has used her car for transportation of the records, several volumes at a time being borrowed. The original records are to be returned to the county unless the court authorizes the library to keep the same. Practically all are returned, at least temporarily. The library makes two photostatic copies, each of which is certified. Both copies are bound, one being sent to the county, one retained by the library. All expenses, including cost of binding, are borne by the State Library. Cost of repairs and rebindings of originals is usually underwritten by some such organization as the Colonial Dames, D.A.R., or Daughters of the Confederacy, often as memorials to members. Some difficulty arose over the phraseology of the certification, so the Attorney General worked out several forms which are now used. Copies of these forms have been promised me.

In addition to the photostatic copies, work has been started on microfilming all Virginia county records. Perhaps a hundred rolls have been taken to date. These will not be used by the public until contact prints have been made, as a safeguard against scratching of the master film.

The Rare Book Room is also under the jurisdiction of the archivist. It is reached by stairs leading down from the archivist's workroom. This is a modernistic type reading room without windows, and panelled in mahogany. The books and manuscripts are kept in locked cases on the balcony which surrounds the room. Beneath the balcony are glass enclosed study booths. The vault for the library's rarest treasures is in an alcove just back of the attendant's desk. Just above is the film vault. On account of lack of staff to man the room, the reading room is not used for that purpose at present. The interior location of the room in the lower portion of the building and its construction make it, as is proper, the safest spot in the building.

The Archives Division has no special exhibit space. The library entrance hall has four large built-in exhibit cases which could be, but at present are not, used for archives exhibits. The library possesses a remarkable collection of historic portraits and paintings, but no place has been provided for the display of these. They would be out of place in this modern style building and have not been hung. This has touched the pride of Virginians and considerable resentment has been aroused.

Virginia Public documents as in Illinois, are under the jurisdiction of the General Library Division, and apparently are not separately organized. I forgot to enquire, but assume that they are sent to the archives reading room when needed.

I make no attempt in this report to comment upon the entire building, except to say that it appears to me to be ideally laid out for efficiency. I liked especially the Library Entrance Hall with its information desk. The librarians' office is in a quiet location reached by a stairway from the Library Entrance Hall, so that callers do not have to go through any other rooms to reach it. The Order Room adjacent to the Receiving Room makes for logical progression of work. The Cataloging Room with its north light was particularly well laid out. I was interested especially in the mimeographed catalog cards. Most mimeographed cards I have seen elsewhere have been smudgy, but these are not. I do not believe mimeographed cards would work for archives catalog cards because our added entry headings generally take from two to three lines; besides, if it saves many cards by omitting many details on secondary cards, referring back to the main card for a fuller description. However, I think there would be considerable saving of time for all of us to use mimeographed cards wherever practicable. The staff rooms were impressive. I liked the separation of the toilet rooms from the general rooms, and was amused by the psychology of naming the rest room the "Sick Room". I did not see the Extension Division.

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Archivist

Chap.216 - An ACT to amend and re-enact Sections 353, 354 and 355 of the Code of Virginia, relating to the deposit of certain public records in the State Library and the making of copies thereof, and prescribing the conditions under which certain records may be destroyed; and to repeal an act entitled "An act to create a commission to examine records and papers in the offices of the Comptroller, Auditor of Public Accounts, State Treasurer, and the State Librarian, and to order the destruction of such as are not necessary to be kept as perpetual records," approved February 20, 1928. (H B 299)

Approved March 16, 1940

1. Be it enacted by the General Assembly of Virginia, That sections three hundred and fifty-three, three hundred and fifty-four, and three hundred and fifty-five of the Code of Virginia be amended and re-enacted, so as to read as follows:

Section 353. Additions to State Library: destruction of public records. - The records of the several agencies of the State government, which may be considered of historical value, may, with the consent of the head of such agency, and of the State Librarian, be deposited and preserved in the State Library. None of said records so deposited shall be removed from the library except by the head of the agency by which the same was so deposited; but the said records may, at the direction of the State Librarian, be returned to the agency whence they came.

No agency of the State government shall sell, destroy, give away or discard any record or records, unless specifically so authorized by law, without first having informed the State Librarian, and the State Comptroller. The State Librarian, or his deputy, and the State Comptroller, or his deputy, shall examine said records; and those records considered by the head of the agency, or his deputy, the State Librarian, or his deputy, and the State Comptroller, or his deputy, as having no administrative or historical value or value as financial records may be destroyed or otherwise effectively disposed of. But no land or personal property book shall be destroyed.

Section 354. Deposit of Records in State Library by Officers. - The proper official or custodian of any public record of the State of Virginia, or of any county, city or town, within the State, is hereby authorized and empowered, in his discretion to transfer to the Virginia State Library, with the approval of the State Librarian, for preservation, any official books, records, documents, original papers, or maps in his office; and said State Library shall provide for their permanent preservation; and when so surrendered, copies therefrom shall be made and certified by the State Librarian, or his deputy upon application and the payment of reasonable fees, which certification shall have the same force and effect, as if made by the officer or custodian originally in charge of them.

Where the records of any court of a date prior to and including one thousand eight hundred and sixty-five, except the will books

and the deed books, are not properly cared for, on notice from the State Librarian to the official having custody of such records and failure of said official to have such records repaired and maintained in a manner satisfactory to the judge of said court, the said judge is directed to have such records removed to the State Library.

**Section 35b. Removal of Certain Records Upon Application of State Librarian.** - Upon application made by the State Librarian, every official or custodian of any public records of the State of Virginia, or any county, city or town in said State shall deliver to the State Library any and all official books, records, documents, original papers and maps of a date prior to and including the year one thousand eight hundred and sixty-five that may be in his custody or possession or under his control. The application shall be made to the court under the jurisdiction of which such records are kept, and the court, or judge thereof in vacation, may, by an order entered of record, which order shall contain a list of the records, cause said records to be delivered to the State Library by the sheriff or other officer to be designated, and a receipt taken therefor.

The State Librarian shall cause to be made from any and all of such records as may be necessary for public use and convenience, by photo-duplication process, a copy or copies of said records. A copy shall be retained in the Archives Division of the State Library, and a copy may be bound and returned to the county, city or other source from which obtained on request from the lawful custodian of said records. The original records shall be returned within a reasonable time to the source from which obtained, unless the State Librarian is authorized by the court to retain possession of the same. The State Librarian may cause the original records to be restored and repaired, in whole or in part, as he deems necessary.

The State Librarian is hereby empowered, authorized and directed at the end of said copy or copies which may be returned to the county, city or other source from which the original records were obtained, to certify, over his hand and the official seal of the State Library Board, that the said copy or copies are true and correct reproductions of the original records, and such duplicated copy or copies, or extracts or copies therefrom, duly certified by the lawful custodian thereof, are hereby made primary evidence to the same effect as the original records, in any courts, or otherwise, in the Commonwealth of Virginia.

2. Be it further enacted by the General Assembly of Virginia, That an act entitled "An act to create a commission to examine records and papers in the offices of the Comptroller, Auditor of Public Accounts, State Treasurer, and the State Librarian, and to order the destruction of such as are not necessary to be kept as perpetual records." approved February twentieth, nineteen hundred and twenty-eight, be, and it is hereby, repealed.

Acts of the General Assembly of the Commonwealth of Virginia, Session Which Commenced at the State Capitol on Wednesday, January 10, 1940, and Ended Saturday, March 23, 1940 (Richmond, Division of Purchase and Printing, 1940), pages 342-344.

## Delaware Archives Building

The Delaware Archives Commission is housed in a building labelled in bronze "Hall of Records", but a sign post pointing to the entrance reads "Archives". The building is of brick, Georgian style of architecture, with a high basement, two stories and attic. It was occupied in 1939. The Delaware State buildings, all of brick of Georgian style of architecture, face on a green (not, however, "The Green" which is surrounded by the old colonial houses featured in architectural magazines). At the head of the State green stands the Legislative Hall, flanked on either side by the Hall of Records and the State Highway Department, twin buildings architecturally. The old State House, in use since the 18th century, is at the foot of and to one side of the green.

The Archives Commission has to share its building with the Secretary of State and Corporation Department which occupy half of the first and all of the second floors, and have their own entrance.

The plan and many architectural details were copied from the Maryland Hall of Records. The lobby is furnished with two flat top and two built-in exhibit cases. Inside lights are operated by switches on the door of the case. Facing the entrance are double sliding doors which conceal a built-in safe. The upper part of the safe has four swinging leaves of steel and glass for the display of the colonial charter and the three basic land grants. The lower part of the safe has shelves for about fifty volumes. This lobby is small but well arranged for exhibiting treasures to groups of up to twenty-five persons. It is beautifully panelled. All the first floor rooms are painted a very satisfactory soft gray that is green in some lights and blue in others. It looks warm in the north rooms and cool on the south and does not show dirt.

To the left of the lobby is the reference room which has windows on the north and west sides. This room is a little larger than our Illinois archivists' office. It has three flat topped tables each seating four persons. The attendant's desk is a mahogany typewriter desk. All furniture is Georgian mahogany. The ladder back Chippendale chairs used in the Reference Room are of a lighter and more graceful design than ours, but are less sturdy. The vaults and stairs to the basement work and rest rooms and vaults are near the attendant's desk. The public catalog is housed in an alcove off the Reference Room.

To the right of the lobby is the archivist's suite with the secretary's room in the middle, the archivist's office on one side of it and the classification room to the other side. The working reference library is kept in these

three rooms. The classification room was also furnished in mahogany, which did not seem very practical for a workroom where manuscripts are sorted.

The vault space consists of a vault in part of the basement, and a two story vault off the Reference Room. The vaults have windows on the north side. Heavy steel solid shutters are closed and barred at night. Old equipment had to be used in the vaults. Part of the equipment is steel book-cases with locked doors of fine glass. The rest of the equipment is five drawer steel vertical files with shelves above for volumes. The vaults are completely air-conditioned and an automatic humidity chart machine is moved from place to place weekly to check the humidity. The basement vault is evidently damp because a Solway Air-Dryette\* is in use.

The Receiving Room and Photographic and Repair Shops are combined. They are also in the basement. A ramp driveway permits direct entrance to the Receiving Room door. A freight elevator shaft has been provided but the elevator has never been installed. A fumigator of the same make as ours, but smaller, is used, and has proved satisfactory. A vacuum cleaner is used for cleaning purposes. They have a Simplex Photostat and a Contax Camera, and one dark room about the size of one microphotographic laboratory. I noticed a "Kodascope Rapid Splicer and Rewind" in the laboratory which looked more modern than our equipment.

The department has a Barrow laminating machine about which the archivist, Mr. de Valinger is very enthusiastic. He recommends it without qualification. A young boy was operating the machine. I asked about how fast the work can be done. He had previously washed and dried the sheets and placed them between the sheets of laminating material, and was running them through the machine at about two or three a minute. Including the time of preparation there is probably no great difference in labor cost between the laminating and the crepelin method, but there is a great saving in material expense. The Archives Commission also does the repair work for the Historical Society of Delaware. Seven thousand two hundred documents were laminated last year.

Each document repaired is fastened to its own paper cover (anti-acid paper and and folders used). They are either tipped in with short lengths of cloth music hinge, or if there are several sheets they are sewn in. Most of the older records are hinged and tipped in volumes, as we did with our early Governors' correspondence. This permits detachment for photographic or exhibition purposes, but does not lend itself readily to the insertion of additional documents discovered later. The enrolled laws come to the archives already bound. Governor's approval and certifications by the legislative officials are on the colored cover inserts at the beginning of each document. The volumes were between three and four

\*Solway Sales Corporation  
40 Rector St.  
New York City

"Solway Air Dryette (Calcium Chloride). 1 sufficient for 800 to 1000 cu. ft.

inches thick, and would be rather difficult to photograph in connection with the making of certified copies.

All State and county records (three counties) are required by law to be deposited in the archives when seventy-five years old or when the department creating them is discontinued. Other transfers of records are voluntary. The most recent accession was the records of the Relief Commission, and, of course, the HRS records. The vaults are not exactly crowded, but there is little room for future accessions. The archivist was not optimistic about getting the rest of the building for archives.

The principal records are indexed, much of the work having been done by HRS. These cards have not yet been thrown into one alphabet. Some are typed on printed catalog form cards, some on heavy paper with mimeographed forms. Sample copies of the marriage and land records forms were obtained:

#### DELAWARE MARRIAGE RECORDS

County	Reference
Groom	
Bride	Place
Date	
Minister	

Sources: ( ) License, ( ) Bond, ( ) Newspaper,  
( ) Bible, ( ) Church

Probate record of

#### DELAWARE LAND RECORDS

County	Reference
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Name

Place

Records: ( ) warrant ( ) survey ( ) deed

Tract name

Acres

Note:

Separate card indexes are made for Wills and Administrative Papers, Inventories, Administrators' Bonds; Deaths and Burials; Births; Baptisms; Oaths of Allegiance (Revolutionary); Naturalizations; Births prior to 1914, when State Vital Statistics Department was established; Baptisms; Marriages prior to 1850; Marriages after 1850; Proprietary land Records.

The archivist early this year made a detailed survey for the Governor of all the essential active public records of all State departments and agencies. He estimated that these essential current records would occupy 936,663 frames of 35 mm. film. The State Council of Defense appropriated money for the filming of these records and a WPA project was sponsored to provide the labor. However, the difficulty of getting cameras and the curtailment of WPA has prevented the starting of this work.

The Archives Commission also has the power to authorize the destruction of records and has exercised that authority with respect to certain recent records.

The staff consists of the archivist, classifier (who acts as assistant archivist), office secretary, two library assistants and a technician.

The Public Archives Commission of Delaware is fundamentally an archival agency, and cooperates closely with the Historical Society of Delaware which is located at Wilmington. It accepts donations of private manuscripts but tries to direct such materials to the Historical Society where possible. It does, however, collect church archives, as a means of supplementing deficient vital statistics records. Through the HRS it obtained transcripts of the vital statistics and the minutes and registers of Delaware churches. Indexes of these were made largely by WYA help.

The Delaware archives is one of the small archival agencies of the county, but it is a model of its kind. The archivist has a true grasp of the technical meaning of archives even though most of his records are historical documents. His predecessors have already published many of the older records in the series called "Delaware Archives".

The annual budget\* for 1941/42 was:

Salaries	\$7000.00
Office Expenses	800.00
Travel	100.00
Operations	200.00
Repairs	75.00
State Papers	450.00
Equipment	50.00

\*Taken from annual report, p.34.



PRESIDENT  
C. C. CRITTENDEN  
BOX 1881  
RALEIGH, N. C.

VICE PRESIDENT  
EDWARD P. ALEXANDER  
MADISON, WIS.

SECRETARY  
ELIZABETH B. DREWRY  
BOX 6101  
WASHINGTON, D. C.

TREASURER  
DAVID C. DUNIWAY  
BOX 6101  
WASHINGTON, D. C.

COUNCIL

DOROTHY C. BARCK, NEW YORK CITY  
GEORGE W. BROWN, TORONTO, CANADA  
MRS. HERBERT P. GAMBRELL, DALLAS, TEXAS  
HERBERT A. KELLAR, CHICAGO, ILL.  
RONALD F. LEE, WASHINGTON, D. C.

THE AMERICAN ASSOCIATION  
For  
STATE AND LOCAL HISTORY

COUNCIL

HARLOW LINDLEY, COLUMBUS, OHIO  
JAMES W. MOFFITT, OKLAHOMA CITY  
ROY F. NICHOLS, PHILADELPHIA, PA.  
JEAN STEPHENSON, WASHINGTON, D. C.  
S. K. STEVENS, HARRISBURG, PA.

Second Annual Meeting, Richmond, Virginia, October 27-28, 1942

ROOF GARDEN, HOTEL JOHN MARSHALL

TUESDAY, OCTOBER 27

6:30 P.M.—Annual Dinner and Joint Session with the Society of American Archivists. SOLON J. BUCK, Archivist of the United States, *presiding*

Presidential Address: Our Association and the Future, C. C. CRITTENDEN, North Carolina Historical Commission

War History from Local Newspapers, H. J. ECKENRODE, Virginia Conservation Commission

WEDNESDAY, OCTOBER 28

9:30 A.M.—War-time Problems Confronting State and Local Historical Societies. R. D. W. CONNOR, President of the Society of American Archivists, *presiding*

The Effects of World War I on State and Local Historical Groups, HARLOW LINDLEY, Ohio State Archaeological and Historical Society

The Protection of Archives and Manuscripts from the Hazards of War, DAN LACY, The National Archives  
Discussion: W. D. McCAIN, Mississippi State Department of Archives and History

The Writing of Effective State and Local History in War-time, DOUGLAS S. FREEMAN, editor of the *Richmond News-Leader*

Should Historical Society Activities be Expanded or Curtailed during the War? KENNETH E. COLTON, Iowa State Department of Archives and History; S. K. STEVENS, Pennsylvania Federation of Historical Societies

Discussion: HERBERT A. KELLAR, McCormick Historical Association

Membership Problems, DAVID L. DARDEN, Alabama State Department of Archives and History  
Discussion

Afternoon Session: MRS. HERBERT GAMBRELL, Dallas Historical Society, *presiding*

I. Advanced Planning for Post-war Activities: The Writing of War History; the Preparation of Inventories, Abstracts, Indices, and Transcripts; and Construction and Restoration Projects

1:00 P.M.—Luncheon. The Organization of Indexing Projects, E. G. SWEM, Librarian, William and Mary College  
Discussion: J. C. L. ANDREASSEN, Historical Records Survey

3:00 P.M.—The Collection of War Records, LESTER J. CAPPON, University of Virginia  
Discussion: WILLIAM J. VAN SHREEVEN, Virginia State Library

Possible Post-war Projects for Indexing, Calendaring, and Cataloging Materials on Local History in the National Archives, P. M. HAMER, The National Archives  
Discussion: ELIZABETH B. DREWRY, The National Archives

II. The War-time Protection of Historic Buildings and Museum Pieces, H. E. KAHLER, National Park Service (*no present*)  
Discussion

(A brief business session will be held at a time to be announced.)

**Archives Acquisitions**

**October 1942**

**None**

# Archives Reference

October 1942

## Routine Departmental Calls

General Assembly	14
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Secretary of State	
Corporation Department	
Annual Reports	48
Index Cards	7

Executive Department	
Executive Register	3
Land Records	23
Trade Marks	5

Index Department	
Enrolled Laws	8
Deeds to State Property	3
Election Records	10

## Historical and Non-Routine

Historical	5
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Genealogy	14
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## Mail Inquiries

Historical	2
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Genealogical	2
	<b>143</b>

**Archives Catalog Department**

**October 1942**

**Cards made by**

**Archives Catalog Department**

**Archives Catalog 40**

**H R S Check List 15**

**General Catalog Department 56**

# Departmental Vault Passes

October 1942

Auditor	7
Civil Service Commission	17
Illinois Commerce Commission	14
Insurance Department	4
Public Instruction, Dept. of	2
Public Health, Dept. of	
Vital Statistics	41
Registration & Education, Dept. of	59
Secretary of State	
Court of Claims	3
Index	2
Executive Department	15
Supreme Court	2
Treasurer	9
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Illinois State Library

Archives Department

Report for November 1942

Accessions. Records were transferred to the Archives from Secretary of State Departments as follows:

Index Department:

Deeds to State Property: 12 documents relating to land acquisitions for the Southern Illinois Normal University.

Election Returns for the April 14 and Sept. 21, 1942 Primaries. Approximately 275 documents.

Corporation Department:

Annual reports of "For Profit" Corporations. Approximately 35,000 documents.

A letter was drafted for the Assistant State Librarian to send to Miss Ada Marin, Circuit Clerk of De Witt County, concerning the transfer of certain Lincoln items from her files. We suggested that she will need an order from the Board of Supervisors authorizing such transfer.

We have had no word from Mr. Pitts concerning the transfer of the canal records. He promised over the phone, to send them "shortly after Labor Day", and requested me to put in writing the proposed procedure. He never replied to my letter. I think instead of writing him again it might be well for Mr. Eled to drop in to see him the next time he is in that vicinity, rather than to write him again.

Departmental Vault. The State Treasurer has been moving in certain records recently authorized for transfer. Authorization was refused for certain records: Duplicate receipts for Defense Savings Bonds purchased for State Institutions by State Departments. The reason for the refusal was stated in a letter - that the records are not permanent records. In each case where a proposed series is rejected I go on record as to why it is rejected. We have always had complete cooperation from the Treasurer's office, but I am wondering whether there is not some chance of some of the other departments ignoring our authorizations, now that there is no one definitely in charge of the Receiving Room. The Departments have to make arrangements for the use of the fumigator and I always have Mr. Hansen or Jim Levine there when things come in or go out of the fumigator. Often, however, things come over at hours when Mr. Hansen is off duty - generally right after lunch (he is at the Reference desk from 11:30 to 1 P.M., hence not back until 2:30). I think the departments would resent Jim's checking them. Mr. MacDonald always checked, list in hand, to see that only authorized records went upstairs, and frequently caught errors. I do not even suspect

any department of taking unauthorized records to their vaults. I do think, however, that that is a point to consider in deciding whether or not to replace the Receiving Room Clerk. With the present man-power shortage, it would be difficult to replace Mr. MacDonald with a man of equal ability, but I mention the point here for future consideration.

The "Front Office" transferred some bookkeeping records to its vaults.

The Shipping Department moved in the precinct canvass sheets and poll books.

The girls assigned to work in the Vital Statistics Department Vault complained of illness because of what they said was bad air. The personnel manager of the Department of Public Health called in a couple of State factory inspectors who tested for carbon monoxide and circulation of air. They reported verbally to Mr. Darby, our engineer, that the air in the vault is completely changed every twelve minutes and that there is no carbon monoxide.

Permission was granted to Dr. Woodruff to move his Photo-scope machine into the vault, on condition that no chemicals are used, and that the work shall be done during regular business hours (no night work).

One hundred and twenty-six passes were issued in November.

Archives Building. Under our rules and regulations emergency access to Departmental Vaults outside of building hours has been permitted upon written request of the Department head. Under the State Air Raid Warden's rules no one may enter the building without a pass from Mr. Malloy or Miss Rogers. The archivist, two air wardens for the building, (Mr. Wetherbee and Miss Mues) and the engineer have passes. The clerk of the Supreme Court and the Division of Vital Statistics have, I believe, applied for special emergency passes, as it is sometimes extremely important for them to have access to their records at irregular hours. It will in addition still be necessary for them to comply with our rules. A copy of the instructions to the watchmen is appended.

We have been having trouble with people slipping the bolt of the lock in the Receiving Room Door. Schlitt's was asked whether the lock could be exchanged for one without a bolt - one that could be left unlocked only when so set by the master key. We have three doors with such locks at present - the door from the first floor lobby into the staff stair and elevator hall, and the two in the basement leading from that hall towards the public corridor. I thought possible one of these could be substituted for the Receiving Room door lock, but they were wrong-handed. Mr. Ford says that on account of priorities he would have to send the lock to the factory, which will cost about \$5.00 and take about a month. We then looked for another lock to use while the original lock is gone. The only lock in the building which faces right is the one from the Advisory Board room to the storeroom. Mr. Ford is going to write to the factory first to see

if he cannot get around the regulations and get the lock changed without sending it back first.

Mr. McCoy was issued a key to the Receiving Room.

Miss Lizzie Turner has been assigned to the building as Matron. She works mornings in the Archives Building and afternoons in the State Library.

Archives Staff: Mr. Blood was in the hospital for several days and out ill the first half of the month. His draft board, after examination, has given him an indefinite postponement on account of his health.

On November 13th the archivist attended the fiftieth anniversary testimonial dinner for Miss Minna A. Dill, librarian of the Decatur Public Library.

On November 18th the archivist addressed the McLean County Library Club on the work of the State Archives Department.

Photographic Laboratory. Mr. Hansen was ill at the time the October report was written, so this report covers both October and November:

October 1942

	<u>Exposures</u>	<u>Enlargements</u>
Enrolled Laws, Boxes 42-61, years 1836-36	1,869	
Chicago Tribune Editorials, 1924-28	142 <del>1,001</del>	

November 1942

Enrolled Laws, Boxes 52-62, #2201-2690, years 1836-39	2,148	
Plans of Archives Building, 4 sets		30

Staff Work. The archivist has finished the current revision of the departmental histories. Typing will be finished by the end of the month, then it will take another month to proof read it. At the time this revision was started I recommended that it be printed. However, I am still not ready for that. It will be recalled that the original compilation was a copy of our catalog history cards. When I started this revision I intended merely to indicate the considerable changes in the 1941 law, and to add bibliographical citations and some subject cross references. The bibliographical citations proved a stumbling block because they required considerable expansion of the text. As I went along I began doing research to trace down origins of functions. The first part of the revision is sketchy, but the idea expanded so that later departments have a complete and detailed legal history of the department. I still think the original form a more useful



one, for a publication, but this compilation will permit a citation of the law concerning duties and will pretty well take the place of the bibliographical volumes previously compiled. I shall do no more work on this until after the next session law comes out.

Mr. Wetherbee has completed for publication in the February Illinois Libraries an annotated list of the Lincoln collection in the state archives. This includes a list not only of items in Lincoln's handwriting but also of missing documents. He is now working on a supplement listing reports, resolutions and bills introduced into the General Assembly, from committees of which Lincoln was a member.

There is nothing particularly new to report about our routine work, except to note a continued decline in reference calls, both departmental and historical. Some of the calls, however, have taken a great deal of time. For instance, Mrs. Nelson and Mr. Wetherbee search two and a half days for some correspondence with the Attorney General, "sometime between 1914 and 1930", which Mr. Margrave vaguely remembered and which he thought might be pertinent to a certain corporation department problem. The particular letters were not found, but numerous other letters on similar subjects were accepted by the department as helpful. We are having more calls for 1850 federal census data. Apparently Washington is no longer doing search work in this file. These questions which come to us are perfectly legitimate questions, but answering takes considerable time because the census is not yet indexed. We are having forms mimeographed and will have the indexing done as reference desk work. Miss Nuess and Miss Beard are also going to do some of this indexing.

Mr. Flood made field visits to Danville, Monticello, Urbana, Nashville, Murphysboro, Benton, Marion and Carlyle. His report on these visits, also a report on records proposed for destruction, along the lines you suggested, will be filed separately.

Miss Boylan sent copies of five pages of the Registre. These are typed with French on one sheet and the English translation opposite. She promises to send more from time to time.

Nine letters were sent in reply to questions on technique. Among these were: a request from Professor Pease for confidential advice on papers of the recent S.A.A. convention recommended for publication in the American Archivist. Correspondence with Mr. Robinton of New York on the subject of the reduction of county records. Photographic copies of the plans of the Illinois Archives Building sent to Mr. V. W. Hiller, archivist of South Rhodesia, at the request of the National Archives. A letter from the county clerk at Saratoga, New York, inquiring whether our statutes limit the size of maps and plats filed with county officials. Copies of the forms used in certifying photostatic copies of county archives by the Virginia State Library, sent at my request. On request we also sent a copy of our catalog rules to Berwyn, Illinois and of our mimeographed bulletin on County records in the War to Mason, Michigan. This does not count several letters exchanged with persons who were at the S.A.A. convention and several letters about the convention to absent members - to Mr. Lovett of the Harvard Archives, now in camp, and to Miss Jacobsen of

New York who is in Trudeau Sanitarium. I mention these not because of their particular importance, but that we may have a notation as to the kind of archival inquiries which come to us.

Respectfully submitted,

Archivist

MCN:mfn

# ILLINOIS STATE LIBRARY

## RECORDS MADE BY ARCHIVES DEPARTMENT

### ✓ I. Receipts Issued to State Departments for Records Transferred to Archives Proper.

1. This record is made up of the carbon copies of our letters to the heads of departments making transfers. Each letter acknowledges receipt, lists the records deposited and the condition upon which the deposit is accepted.
2. This record is needed to avoid any dispute with departments about what has been transferred or any other questions which may arise concerning the transfer. It frequently happens that when we come to examine the records more closely we find that certain records have not been included in the form. In such cases we immediately notify the department of the fact and request them to attach this notice to their original receipt. We attach our carbon to our copy.
3. The record is prepared by our secretary on the basis of a checking in report from Mr. Wetherbee.
4. The record is kept indefinitely.
5. This record could not properly be combined with records of other library departments. We need the information here and the record would almost have to be prepared here so that I personally could check it for accuracy.
6. Attached is a sample of the form generally used. Wording is changed if necessary to cover unusual conditions attached to the transfer.

### ✓ II. Accession Records

This record is made up at the same time the receipt to the depositing department is issued. It gives the number of the accession, the date, the name of the department depositing, title of each series included in the deposit with the date, number of drawers, number of volumes and number of documents. This record we began in January of 1940, at that time giving one number to all of the records transferred by a given department prior to that date. Previously

## II. Accession Records (cont'd)

we had relied upon our receipts for this information. These receipts are filed by department and we found it inconvenient to use them for statistical purposes. To a certain extent this information is duplicated in our monthly report to the Assistant State Librarian and perhaps could be omitted. However, this monthly report is compiled from the accession record and the accession record is in a little more convenient form for checking for information and also gives somewhat fuller information. A sample is attached.

## III. Shelf List Inventory

This is an inventory in tabulated form showing our holdings and the exact location and order in which the records are filed. This gives the following information:

1. Level and Bay number.
2. Department and Division.
3. Functional Classification.
4. Series with overall dates and number of drawers or volumes.
5. Contents of each drawer usually by date.

The volume has a subject and function index and for most purposes is used by the staff instead of a catalog because the information is in condensed form. Card catalog adds explanatory notes as to contents of the series.

This record is not only useful as a shelf list and as a substitute for a catalog but in fact is the basis for the card catalog. Progress of cataloging is kept track of through adding call numbers to series which have been cataloged. Our card catalog was up to date at the time we moved into the Archives Building and is in process of revision, but it has been impossible to bring it up to date so that for the final word on our holdings we must refer to the shelf list inventory. Mr. Wetherbee compiles the inventory as he checks new accessions into the vaults. Three copies are kept--one in the Archivist's office, one at the Reference Desk and one at the desk of the Assistant Archivist. All three copies are essential.

## IV. Archives Catalog

This is in two parts--Part 1, Catalog to Archives Proper; Part 2, Catalog of Archives Reference Library.

#### IV. Archives Catalog (cont'd)

##### Part. 1. Catalog of Archival Documents

This is primarily a reference tool rather than a finding list since for most purposes we find the shelf list inventory more convenient and more up to date as a list of holdings. The Archives Catalog largely consists of analyticals which bring out individual documents or groups of documents within series, subject references, histories of departments, etc. Since our patrons are interested in finding information and are more or less indifferent as to whether that information shall take the form of manuscript or printed material, we do not make any distinction between the two types of material in making up our card catalog. For instance, if a legislative report is a manuscript in the Archives, we catalog it as such and give it its Archives call number. If the same report has been printed, we give the call number to the Illinois Documents collection copies (we use the same call number with Archives copy for copies which happen to be in the Archives also). If the Illinois Documents collection does not have a copy we give the call number for the Historical Library copy. We also give considerable information about State matters which frequently are called for.

For instance, under the heading "State Flag" we quote the description of the flag and give the citation to the laws. We also describe the contents of our series in considerable detail on the first or main entry card, only using very much briefer cards for our subject and functional cards which are really more like cross reference cards to the main entry card. In other words, our card catalog is not unlike in purpose and makeup Miss Hasse's "Index to Economic Documents of the States".

Since we have analyzed very closely some of the documents in the Illinois Documents collection and since we use those documents so closely in connection with Archival documents, it would be preferable to combine the catalog for Illinois Documents with our Archival catalog. This is especially the case since at present our card catalog is not too far from the Illinois Documents Room. From a cataloging angle, however, this would be difficult because the Illinois Documents catalog would be a copy of the cards in the main library catalog.

#### IV. Archives Catalog (cont'd)

The General Cataloging Department does not and cannot use the same headings which we do. It would be a great waste of time and space for us to preface the word "Illinois" before every card which we have. Therefore, we omit it and file directly under the name of the department. Of course the general library has cards for every State and must preface the word "Illinois". Second, we have not been able to adapt the same subject headings as the general library. We tried very hard to do this but library headings simply do not fit archival requirements. We are using Wilson headings wherever possible but even those have to be modified considerably for our purposes. Therefore, to combine the Illinois Documents Catalog with the Archives catalog would mean a re-cataloging which would not be justifiable. There is and will continue to be a certain amount of duplication but so far as possible we are putting only analytical cards needed to improve our service of archives in our Archives catalog. In other words, we are no longer putting main entries for Illinois Documents series in our card catalog except for special reasons. We are, however, analyzing particularly legislative journals, reports, etc., quite closely and these cards are frequently also of value to the Illinois Documents Department.

##### Part 2. Catalog of Archives Reference Library.

These cards are made for us by the general catalog department and are copies of cards in the general library catalog. It seemed desirable to use the same subject headings over here as in the general library catalog and, as has been explained before, we have been unable to adapt our archival subject headings to those of the general library. Since these volumes are reference books and not archival documents, it seemed the simplest procedure to have the second catalog.

#### V. Monthly Report to Assistant State Librarian.

This report consists of three parts:

1. A narrative report of the work of the department for the previous month and special reports on matters of archival policy, conventions attended, etc.

## V. Monthly Report to Assistant State Librarian (cont'd)

2. Report of the Field Visitor for Archives.
3. Statistical report. The statistical report comprises statistics for the following items:
  - a. Archives accessions
  - b. Archives catalog department
  - c. Archives reference
  - d. Archives departmental vault passes issued
  - e. Field visits made.

The first copy goes as a report to the Assistant State Librarian. The second copy is kept in the Archivist's office and is referred to frequently for administrative purposes.

Samples of the statistics are enclosed.

## VI. Staff Manual

This was originally compiled on June 1, 1941. It consists of a description of the office organization, copies of all publications descriptive of the Archives building and specific techniques used by the Archives and samples of all forms used. The narrative has not been kept up to date but there have been comparatively few changes except in personnel.

This record is particularly useful to professional visitors to the Archives.

## VII. Authorizations for Transfer of Records To Departmental Vaults

This record consists of our carbon copies of letters sent to Departments in reply to requests for permission to transfer records to their departmental vaults. It mentions the name of the person with whom negotiations were carried on, lists categories of records authorized and the years which may be transferred and in case a refusal has been made of a request, the reason for that refusal. A second carbon is used by the Receiving Room clerk who checks the records as they are transferred to the departmental vaults. In this way we endeavor to check on authorized transfers and sometimes help the departments in spotting records which they did not intend to bring over but which through some error were sent. While this is not a complete check as to what records are in departmental vaults because a number of departments have received authorizations but have not actually transferred the records, it does give us an idea of what we have accepted and would give future Archivists an idea as to our policies with relationship to transfers. This record, of course, will be kept indefinitely.

### VIII. Correspondence File.

This consists principally of answers to reference questions, correspondence with other archivists on matters of technique and correspondence of the Archivist as member of professional committees. Possibly this latter material should be considered as personal and taken from the file but because these letters are all on archival matters they have a certain historical value for the history of archives administration, not only in Illinois but also in the country. The correspondence of the Archivist, while secretary of the National Association of State Libraries, however, is not included. This correspondence dates from the beginning of the department in 1922. There is some question in my mind as to whether it is necessary to keep replies to reference questions indefinitely. Where such replies have involved matters of historical interest to the State in general, a second carbon has frequently been put in a separate reference file where it is indexed by subject. On the other hand there is perhaps some interest in keeping our reference file to show the development of service in the Archives department. Since the file to date comprises only five drawers I have left the decision as to weeding out the file to a later time.

### IX. Old Inventories of the Illinois Archives.

These consist of

1. A preliminary inventory of all records in the Secretary of State's office in 1922.
2. 1934 Inventory. This was the last shelf list inventory before we moved into the Archives building. Its usefulness is for occasional questions as to what records we actually had in the Archives before moving. Since coming into this building we have turned back to the Departments of Insurance and Registration and State Treasurer certain records which they had previously deposited in the Archives department. These records were literally dumped on us and proper receipts could not be given at the time they were received because this happened just before the change of administration in 1933 and we had a complete change in the Archives staff at that time. Instead of a receipt, a copy of our shelf list inventory was filed with the department as a temporary record. For the transfer back to the department, of course, there are complete lists of the returns but our shelf list is our only protection against any possible charges that we had had certain records which we did not



**IX. Old Inventories of the Illinois Archives. (cont'd)**

**2. (cont'd)**

return to the department. This record also has a certain historical value as showing progress made prior to transfer to the Archives building. The date 1934 is possibly not a correct date. A new inventory was compiled in 1934 and additions were made to the inventory without a re-compilation.

**X. Temporary Records Relating to the Operation of the Departmental Vaults:**

1. Signatures of clerks authorized to go to the department vault, kept only until superseded.
2. Duplicate departmental vault passes, kept for three years.

**XI. The foregoing are the principal archives of the Archives Department. Possibly our file of inventories of other state departments or our numerous indexes and our notes on the history of state departments should also be mentioned in this connection but as these are really compilations to improve our service they should possibly be considered as reference library material rather than as records.**

**Respectfully submitted,**

**MON:MEB**

**Archivist**

Enc. 2, 1942

**SAMPLE - RECEIPT**

January 16, 1941

Received from the Secretary of the Senate the following records, transferred to the State Archives in accordance with the regulations of the State Library, namely,

These records shall be under the absolute custody of the Archives Division and not subject to withdrawal by the Senate except upon court order. Any records so transferred may if experience proves this necessary, be reclassified as semi-current records and placed in the departmental vaults. Provided, that no record covering a date prior to 1880 may be so re-classified, and that the written assent of the State Librarian shall be given to the reclassification.

Report of Mining Investigation Commission,  
June 28, 1936  
Senate Election Contest Records

1933. 51st Senatorial District, Kenneth  
L. Jones vs. Oral P. Tuttle  
2 documents; 1 envelope of miscellaneous  
documents on case

20th Senatorial District. Richard R.  
Meents vs. Jerome O'Connell  
7 documents

1937. 44th district. Charles J. Krivs vs.  
R. G. Crisenberry  
13 documents, including carbon copies;  
4 copies of Resolution refusing to  
seat Mr. Crisenberry

Senate Committee to Investigate Charges of Sub-  
versive, Communistic Teachings. Senate  
Resolution No. 33, 1935.

An abstract of oral testimony and documentary  
exhibits submitted to the Committee, with  
special conclusions set forth in the con-  
curring conclusions expressed by Richey V.  
Graham and James J. Barbour.  
1 document

Illinois State Library

Margaret C. Norton  
Archivist

SAMPLEACCESSION RECORD

Number of Accession: 49

Date of Accession: January 16, 1941

Department Depositing: Secretary of the Senate

Title of Series Date Drawers

Report of Mining Investigation Commission June 28, 1936

Senate Election Contest

Records

81st Senatorial District,

Kenneth L. Jones vs.

Oral P. Tuttle

1933

2 docs.  
1 envelope of  
miscellaneous  
documents on  
case

20th Senatorial District,

Richard R. Meente vs.

Jerome O'Connell

1935

7 docs.

44th district. Charles  
J. Krivs vs. R. G. Crisen-  
berry

1937

13 docs., in-  
cluding carbon  
copies;  
4 copies of  
Resolution re-  
fusing to seat  
Mr. CrisenberrySenate Committee to Investi-  
gate Charges of Subversive,  
Communistic Teachings.

Senate Resolution No. 35 1936

An abstract of oral testimony  
and documentary exhibits sub-  
mitted to the Committee, with  
special conclusions set forth  
in the concurring conclusions  
expressed by Richey V. Graham  
and James J. Harbour.

1 document

SAMPLE

Level 4  
Bay 6 A

SECRETARY OF STATE. EXECUTIVE DEPT.

Records of State and County Officers:

Official bond book 1877-1915 2 vol. F

1877-83  
1913-16 (Labelled "1")

Record of officials oaths of the  
members of the Senate and  
House of Representatives of  
the General Assembly of the  
State of Illinois from 1870 1870-1933 3 vol. F

Register of commissioners of  
deeds for other states  
resident in Illinois 1838-77 1 vol. F

Register of Commissions issued  
to:

Commissioners of Deeds for  
Illinois 1841-69 4 vol. Q, O, F

1841, i.e., 1845-51 1 v. Q  
1851-55 1 v. O  
1851-69 1 v. F  
Index 1 v. F

County officers 1809-74 4 vol. F

1809-71  
1830-44  
1868-74  
Index

Public Administrators  
and Deputy County and  
Circuit Clerks 1826-1907 1 vol. F

County Judges, County  
Clerks and Circuit  
Clerks and State's  
Attorneys 1873-1918 1 vol. F

Justices of the Peace 1825-88 7 vol. F

1830-44 1 v.  
1825-64 Counties A-L  
1829-64 Counties M-W  
Apr. 20, 1868-Mar. 31, 1873  
Counties A-L  
May 9, 1868-Mar. 31, 1873  
Counties M-W  
Apr. 9, 1873-Jan. 18, 1889  
Counties A-L  
Apr. 30, 1873-May 1, 1888  
Counties M-W

Justices of the Peace and  
Police Magistrates 1889-1920 6 vol. F

v. C 1-2 Indexes  
v. D 1-2 1889-1904  
v. E 1-2 1905-20

**SAMPLE**

**Archives Accessions**

**November 1942**

**Secretary of State**

**No. of docu.**

**Corporation Department**

**Annual reports \*Not  
for Profit\* - 1940**

**35,000\***

**Index Department**

**Deeds**

**12**

**Election records  
Apr. & Sept. Primary,  
1942**

**275\***

**35,287**

**\* Estimated**

SAMPLE

Archives Accessions

November 1942

Secretary of State	No. of docu.
Corporation Department	
Annual reports "Not for Profit" - 1940	35,000*
Index Department	
Deeds	12
Election records Apr. & Sept. Primary, 1942	<u>275*</u> 35,287

\* Estimated

SAMPLE

ARCHIVES - CATALOG DEPARTMENT

November 1941

Catalog Cards:

Made by Archives Department	388		
Withdrawals	<u>78</u>		
		Net	310

Made by General Catalog Dept.	176
-------------------------------	-----

Name Index Cards

Miscellaneous	5		
Laws of 1845	811		
Private Laws of 1847	309		
Private Laws of 1849	<u>312</u>		
		Total	1437

Sample

**Departmental Vault Passes**

**Archives Department**

**November 1942**

Auditor	6
Civil Service Commission	1
Commerce Commission	4
Insurance Department	3
Liquor Control Commission	1
Public Health, Dept. of Vital Statistics	25
Public Works, Dept. of Div. of Arch. & Eng.	1
Registration & Education, Dept. of	53
Secretary of State	
Executive	14
Index	2
Securities	1
Shipping	1
Supreme Court	1
Treasurer	<u>13</u>
Total	126



**Sample****Archives Reference****November 1942****Routine Departmental Calls****General Assembly 12****Secretary of State****Corporation Dept.**  
**Annual Reports 90**  
**Index Cards 27****Executive Dept.**  
**Criminal Records 1**  
**Land Patents 1**  
**Records of State &**  
**County Officers:**  
**Notary Bonds 2**  
**Trade Marks 4****Index Department**  
**Correspondence 8**  
**Deeds 10**  
**Election Records 59**  
**Enrolled Laws 22****Securities Department**  
**Closed Cases 2****Historical and Non-Routine Calls****Historical 0****Genealogical 8****Mail Inquiries****Historical & Genealogical 8****Archives Technique 9****Total 263**

**Archives Accessions**

**November 1942**

**Secretary of State**

**No. of docu.**

**Corporation Department**

**Annual reports "Not  
for Profit" - 1940**

**35,000\***

**Index Department**

**Deeds**

**12**

**Election records  
Apr. & Sept. Primary,  
1942**

**278\*  
35,287\***

**\*Estimated**

# Archives Reference

November 1942

## Routine Departmental Calls

General Assembly 12

### Secretary of State

Corporation Dept.  
Annual Reports 90  
Index Cards 27

Executive Dept.  
Criminal Records 1  
Land Patents 1  
Records of State &  
County Officers:  
Notary Bonds 2  
Trade Marks 4

Index Department  
Correspondence 8  
Deeds 10  
Election Records 59  
Enrolled Laws 22

Securities Department  
Closed Cases 2

## Historical and Non-Routine Calls

Historical 0

Genealogical 8

### Mail Inquiries

Historical & Genealogical 8

Archives Technique 9

total 263

**Archives - Catalog**

**November 1942**

**Catalog Cards**

**Made by**

**Archives**

**11**

**General Catalog Dept.**

**60**

**Departmental Vault Passes**

**Archives Department**

**November 1942**

Auditor	6
Civil Service Commission	1
Commerce Commission	4
Insurance Department	3
Liquor Control Commission	1
Public Health, Dept. of Vital Statistics	25
Public Works, Dept. of Div. of Arch. & Eng.	1
Registration & Education, Dept. of	53
Secretary of State	
Executive	14
Index	2
Securities	1
Shipping	1
Supreme Court	1
Treasurer	13
Total	<del>123</del>

ILLINOIS STATE LIBRARY

ARCHIVES DEPARTMENT

Report for December 1942

Accessions.

The Index Department transferred 23 documents relating to the Chain O' Lakes State Park and the Mason County State Forest.

Departmental Vaults.

The State Treasurer's office transferred a dozen volumes to their vault; and the Division of Vocational Rehabilitation brought in their Case Records August 1935-April 1937.

The Department of Public Health asked if they might store their motion picture films in this building. Mrs. East, Mr. and Mrs. Nussell came over to look over the possibilities suggested: the film vault (if we could get it repaired-haven't yet) and a departmental vault. If they used the film vault it would be necessary for us to get the film for them at each call, since this is in a restricted part of the building. We told them that the Director of Public Health had recently released all his space in the departmental vault to the Division of Vital Statistics and that they would have to make necessary arrangements through Dr. Cross. We showed them one of the Secretary of State's vaults as a sample, to avoid getting the Vital Statistics Division workers unnecessarily excited. We offered Mr. Nussell, in charge of the films, a desk in the workroom. As he has to ship out 30 or 40 films a day his concern was to get a shipping room. Later Mrs. East thanked us for our cooperative spirit, but said they would have to make other arrangements since there would be no suitable shipping room facilities.

Staff Work.

History of State Departments. Current revision completed and proof read. Typing not yet completed.

Volume III of St. Clair County Commissioners' Proceedings for 1821-29, as transcribed by HRS, has been typed, proofread and indexed. 1280 index cards were made for this volume alone, which gives some idea as to the quantity of data on early settlers hidden in these records. Volume II has been typed off and cards made, but the typing awaits proofreading.

We have started indexing the 1850 Federal Census, doing about thirty (double) pages for Adams County. We shall discontinue indexing the 1855 State census now that we have this 1850 census. Miss Nuess is more than half through Peoria County for 1855 so will finish that. Plans for indexing the 1850 census are further discussed in the Report on "Unfinished Business". We are using mimeographed cards, hand written.

The Archivist has resumed cataloging but since the cards have not yet been typed the work will not show up statistically until next month.

Mr. Wetherbee is supplementing his inventory of our Lincoln items by compiling a list of resolutions, bills, reports, etc. introduced from standing and special committees of which Lincoln was a member.

Photographic Laboratory.

	Exposures	Enlargements
Enrolled Laws		
1839. Boxes 63-67		
1840. Boxes 68-70		
1841. Boxes 71-75		
#2891-3290	1734	
Departmental Vault Identifications		4
Land Records	2	4
V Mail Exhibit	<u>12</u>	<u>8</u>
	1748	16

Reference Work.

Non-routine reference work was light during the month. Upon request of the National Archives we sent photographs of the plans of the Archives Building to the archivist at South Rhodesia. These were returned to us by the censor because they contained technical material. We sent them to the National Archives which notified us they had been able to arrange for forwarding them. Later, we had a letter from this African archivist, Mr. V. W. Miller, asked for a copy of the Blue Book article on the archives, which we couldn't send him; he said that he was in this country visiting archives when the war called him home, but that he intends to resume his travels in this country as soon as the war is over, and wants to come here.

Mr. McGaughey, formerly of the Pardons Board and now an attorney at Lawrenceville brought in an interesting legal question involving title to oil lands originally sold as swamp lands. The land was purchased from Clay County under the 1852 act which is no longer included in the Revised Statutes, though no repeal can be found for it. We furnished him with a copy of our digest of swamp land laws, he went through our swamp land records and found one pertinent document, we found the date when the act was omitted from the Statutes, checked for a repeal, and suggested precedents for court cases involving the question as whether failure to include a statute in the revised statutes of 1874 (last legislative revision) automatically acted as a repeal. Mr. McGaughey said both the Auditor's office and the Attorney General told him they had no idea where to start and he came to us without much expectation of finding anything. Confusion over canal land records was a second land record problem presented to us by the Division of Waterways. Here again, our digest of land laws plus practical experience in using the records proved helpful.

A second interesting, if apparently trivial query, was from one of the newly elected State officials asking how to dress for the inauguration. We found pictures in our clipping file indicating business suits, but later hear the two had decided to "dress up" anyhow.

Mr. Oliver Barrett, the Lincoln enthusiast and a member of the Illinois State Historical Library Board appealed for assistance in finding out what probate records are extant in Coles County. He had written the county clerk and been told they had none. We sent Mr. Barrett a list of the records as shown by unpublished HRS survey, and went through the transcript of county commissioners' proceedings for Lincoln and Hanks' items. In reply Mr. Barrett said, "It is an almost unique experience to find any custodian of records able and willing to make such conscientious research, and give a prompt and adequate reply to inquiries of historical nature. I am very grateful to you". The archivist is human enough to feel malicious gratification over this, having once been publicly denounced (at an Abraham Lincoln Association banquet) by the aforesaid Mr. Barrett, as "just another ignorant state jobholder". The subject of our altercation was repair of manuscripts concerning which he seemed to have decided, if perhaps misinformed, opinions.

#### Exhibit.

The exhibits were changed Christmas week. The new exhibits feature V Mail (largely based upon pictures from "Life" magazine) and the Victory Book Drive. One case has photographs, posters, etc. relating to the collection of the books; a second case showing books in use with some letters received; a third case showing samples of the types of books the soldiers want.

#### Staff.

Part of the staff were given the afternoon before and the morning after Christmas (which came on Friday), and the rest took corresponding time at New Years. Each was given one day off before Christmas for shopping.

#### Archives Building.

Complaints on the part of the Division of Vital Statistics workers as to the air in the departmental vaults were investigated by the Department of Public Health with the aid of two State Factory Inspectors. They reported informally to the building engineer, Mr. Darby, that they found no carbon monoxide or other noxious gases, and that there is a complete change of air every twelve minutes. Complaints of excess humidity later in the week were verified. On account of a broken instrument the humidity has to be regulated by hand. Mr. Darby is attending to this early each morning.

Respectfully submitted,

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Archivist



## UNFINISHED BUSINESS

Previous reports have emphasized work accomplished. At the beginning of a new year, it is appropriate to stop and take stock of work remaining to be done. Although very few records are in such condition that they cannot be found readily, better and faster service can be given when preparatory processes have been taken beyond the present stage. These stages are listed in the order in which the preparation proceeds, rather than in order of importance. It is unlikely that we can finish all the work outlined below within the year, but it gives us a mark towards which we shall aim.

The Inventory. In checking the vaults in preparation for this report, a number of inaccuracies were noted in the Shelf List Inventory. The HRS had been making an inventory checklist of the records of the Insurance Department, but did not finish it. None of the records of the Insurance Department are carried on our inventory. Other inaccuracies were due to failure to note changes in drawer numbering where unfolding of documents or expansion of files has taken place. Such discrepancies as have been noted have been referred to Mr. Wetherbee with instructions to make necessary checks to bring the inventory strictly up to date.

Unfolding of Documents. Most of the valuable files have now been unfolded and refiled. The principal files yet to be worked upon are as follows:

Enrolled Laws, 1841-1931. Mr. Hansen is unfolding these as he comes to them in microfilming. As he is at the Reference Desk from 11:30 to 1, five days of the week, he does this unfolding during that period. The folders should be typed and suitable guides added.

Miscellaneous criminal records, 1819-1923. Three drawers.

Pardon records, 1836-1911. Thirty-four drawers. Because of the nature of these records we are waiting until the regular archives staff can find time to do the work.

Requisitions on Illinois from other States. These are all sizes and thicknesses, making filing difficult. Only a part of them have been unfolded. Mrs. Nelson started this job last year but stopped when the Corporation reports arrived. She will complete it when possible.

Corporation reports. Annual reports for 1940, recently received are being unfolded as they are being filed in with those of previous years.

General Assembly. All miscellaneous material has been unfolded, but the House and Senate Bills from about 1855 to 1909 are not all unfolded. Many of these should not be unfolded until they have been repaired. Mrs. McFadden is working backwards on the legislative files and is now working on the year 1909. She is rechecking all files and making folders uniform as to labels, etc.

Miscellaneous Reports. These occupy half of one bay and are partly unfolded. They contain many printed reports which can, unless stamped with a file mark, be transferred to the Illinois Document Department. Some of the manuscripts are probably merely printer's copy, and if so need not be preserved. The archivist will check these files personally in connection with cataloging.

County records, chiefly from Fayette County. Miscellaneous files, some of which have been transferred from the Historical Library, are partially unfolded. The folders should be rechecked and uniform labels made.

Commissioners of Deeds records, 1912, and Certificates of Qualification, 1880, have not been unfolded.

Occasional sections of files have unfolded material, notably one drawer of Constitutional Convention records; a couple of drawers of swamp land records, etc. These will be caught during cataloging.

Records of secondary importance which do not merit the time spent in unfolding, such as Secretary of State's vouchers and schedules of vouchers (duplicates of those in the Auditor's files) also several boxes of the same from State Institutions, found among the Executive records; Stamp and Coal reports from the Secretary of State's Office.

#### Filing or Refiling.

Secretary of State's Incoming Correspondence 1910-14. Original filing so crude as to be utterly valueless. Fortunately seldom called for since the indexed letter press volumes of replies are more convenient to use. HRS filed these records for the period 1885-1909 but this filing should probably be rechecked because too many different people worked upon it.

Perrin Collection. Now filed in accordance with the Perrin index which listed documents in the exact order in which Mr. Perrin found them in the files, which had no relation to the organic nature of the records. As a preliminary to archival classification, Mr. Wetherbee is refiling them by date, making suitable notations in the index so the record can be located. The Perrin records are the one set of records in the Archives not yet classified and this work should be completed as soon as possible. The archivist wishes to do most of this work herself, as it involves special technical problems.

1940 Corporation reports. Being filed into the general file - i.e., all reports of each company filed together. Most calls are requests for "all the reports for the such-and-such company", so that keeping these records by years would slow down service on the records. Corporation index cards, about 10,000 received per year, are filed to date, with another transfer expected soon.

Incompleted applications for corporate charters. 15 drawers unfolded but not yet in folders. Archivist expects to check these in connection with cataloging.

Some Governor's correspondence on top cases on Level 2 to be worked into file.

Election returns. Filed to date, but because of careless use by HRS in checking lists of county officers, we plan to recheck all the early files.

Securities Department. Closed Cases.  
Expansion folders are soiled and ragged and should be replaced, also guides put in.

Legislative Council. Research data. Should be tied in bundles or replaced in thinner folders, checked for completeness.

Guide cards needed for several sets, notably for Criminal Records, Miscellaneous Reports, Executive File, Notary Bonds and Petitions, Official Bonds, Enrolled Laws.

### Repair Work and Binding.

The following records are in fragile condition and must be repaired by crepelin, lamination or other suitable materials: Governor's correspondence. Most of the letters 1890-1900 need repair. Much of this is of little value, but some, notably that of the Altgeld period, is historically valuable. Lamination, being cheaper than crepelin, is probably the answer here.

**Perrin Collection.** Most of the necessary repair work has already been done, but the file should be checked.

**State Census.** All State census records up to 1855 and part of the 1855 census have been crepelined and rebound. Some of this repair work was done by one of the Hertzbergs, but in an effort to save us money, he did not crepelin every sheet, and now the unrepaired sheets are going to pieces and the binding will eventually have to be redone. All the 1855 and 1865 State census records were at one time subjected to dampness and are in fragile condition. Even if they were not fragile they should be rebound because in an effort to make the volumes uniform in size the original binder folded sheets in the middle and bound them in sections. As most of the sheets were double width sheets, one gets the second half of page one bound as if it were page 32, etc., making the volumes unusable. In binding now we are binding counties together so far as possible in alphabetical order (there was no alphabetical arrangement before); and are also binding double sized sheets flat. Mr. MacDonald crepelined several counties in preparation for the binder, but although the volumes on which he was working had several counties each, we do not have enough in alphabetical sequence to make up one volume. These repaired sheets will go to pieces (though wrapped) because they have to be handled. We have hope that we can use this new Dulseal on the remaining pages of this series.

**General Assembly records.** Several drawers of General Assembly records, particularly bills, are badly mildewed and in need of repair. The Dulseal probably should not be used on these, because of their condition which would make application difficult.

**Enrolled Laws.** Enrolled Laws in need of repair have been crepelined through the year 1825. Mr. Hansen thinks practically all in need of repair have been taken care of, but this should be checked.

**Re-backing.** Several hundred volumes scattered through all the vaults have detached backs. Many volumes need other repairs, and some rebinding. In most cases, however, the volumes in need of rebinding are not worth the cost of same. When we moved, we alled all leather volumes and sealed them in cellophane, which protects them materially. The cellophane has been removed from many for consultation of the volumes, and has become brittle and broken on others. This should be replaced, and we have a stock of the cellophane on hand. Unfortunately, however, this cellophane seems also to have deteriorated so that it is hardly worthwhile to try to use it on these volumes.

The Accounting Department of Secretary of State's office has transferred several hundred volumes to us. Almost without exception these are "problem children" being oversized, (some as large as 20"x36"x15"), many in post binders which are wasteful of shelf room. Fortunately the archivist was able to talk to Mr. West before he sent the last batch to the binder, so that what he was planning for one or two thick volumes finally came through as six volumes of a size that can be handled. Mr. West is sympathetic with the problem and if it were handled correctly possibly the Department might do something about the binding of some of these volumes. They are willing for us to remove the records from the binders and put them in folders in drawers, but only one set of records is of a size of paper small enough to go into drawers; even that would require trimming down of pages.

This whole matter of repair and binding is something with which it is difficult to cope with untrained workers. At present not a single person on the Archives staff except the archivist has any knowledge or experience with repair. She does not feel qualified to repair special bindings such as those on record volumes. After the war, we should try to pick up an expert repair man with a practical knowledge of fine binding and a flair for experimentation, who could organize a repair department for the whole State Library. Such matters as repairs of maps, posters, etc. could be referred to him. Probably it would be impracticable politically to set up a bindery here, but a repair department for documents and papers which cannot be sent away would be something else. We have had one application for such a job, the Mr. Smith of Huntington Library who studied repair of manuscripts abroad as well as here. But he is now, it is understood, in war service.

Cataloging. About 20% of the series have been cataloged, but date and quantity entries need to be brought down to date.

The chief value of the catalog is as a reference tool, particularly on the analytical side. The analyticals for legislative files are the most useful. Although there are many cards in the catalog for each session, systematic analytical cataloging of legislative documents for the years 1861-99, and 1935-date remains to be done, with some additions probable for the years 1901-33.

The Executive File and the Reports File need to be analyzed for the catalog.

The Archivist is taking the catalog as her special project for the year and hopes to bring it fairly well down to date by the end of the year unless diverted to other work.

History cards need to be brought down to date and revised in accordance with last revision of History of State Departments.

Listing of Contents, Calendars, etc.

Mr. Hington of HRS made short form calendars of Gov-

ernors' correspondence through 1880. These should be continued. HRS made a full calendar for Governors' correspondence prior to 1856, which, while not entirely satisfactory, can be used. Part of this is covered by a calendar made by the archivist some years ago.

Executive File. Contents of early folders have been noted on folders. Such lists should be made for all folders, since these are miscellaneous in character.

Constitutional convention records. Detailed inventory lists needed.

Maps of a miscellaneous character on Level 7 should be listed. We have an old list but it is incomplete and inaccurate.

### Indexing.

Calls for data from the 1840 and 1850 federal censuses, frequently made, take considerable time for reference because these have not been indexed. Apparently the federal government is referring reference requests it receives to us, discontinuing search for the duration. Since the 1850 federal census is the first census of Illinois which lists birthplaces and names of individuals in each family, it is very important for historians and genealogists. Therefore, we are taking as our major project for the year, indexing the 1850 federal census films. The work is being done by attendants on duty at the reference desk. The portable reading machine does not show a whole page at a time and does not enlarge enough for comfortable legibility - it is all right for occasional reference, but too much eye-strain for continuous use for indexing. The original estimate of half a million names has been raised to a million names because 84 instead of 42 names appear for each page numbering. This work will take years at present speed, but we shall devise some speed-up system, possible through photographic enlargements which could be distributed among the staff for indexing. At present, with only one reading machine in use, only one person can be indexing at one time.

Although we do not intend for the time being to carry our name index beyond about 1850, we receive a number of inquiries for biographical data, particularly as to dates of death, on state officials and particularly members of the General Assembly. We are considering including cards for such persons citing death resolutions in General Assembly journals. The Historical Library does not have such information.

Other records which should be indexed as time permits are:

- Early Governors' Correspondence, including letter books which have been published.
- Certain early documents in Executive File and General Assembly Miscellaneous Papers.
- Early Treasurers' records. Mr. Scott indexed the last three volumes but only the last volume was proofread.
- Some of the miscellaneous county records in the files, notably Sangamon County poll books.

The County Commissioners' proceedings. Transcriptions by HRS. Early notary petitions?

#### Editorial Work.

Miss Josephine Boylan is doing a transcription and translation of the Registre. This is the only unpublished important early record in the Perrin collection. Should we not consider the possibility of further editing and publishing same?

County board proceedings. Transcriptions made by HRS. Although uneven in quality, these should be typed off and indexed for our use. Also the miscellaneous transcripts of historical documents collected by HRS should be typed up and arranged for reference purposes. If HRS should be revived, we would lose all this good historical data.

History of State Departments. Revision recently finished, but still not in form satisfactory for publication. Possibly this can be sufficiently polished for release when changes made by the 1943 General Assembly are added.

A similar study of County Offices and particularly of county record laws is needed. Much of the data is already available in HRS and archivist's files. A synthesis is planned.

#### Photographic Laboratory.

Since Mr. Hansen has reached only the year 1841 in filming the Enrolled Laws, there is still a considerable amount of work to do in filming all the Enrolled Laws which we have, e.i., down to 1931. Since we have now filmed the laws for which printed copies are scarce, we could let the Enrolled Laws go if other more important work came up.

The importance of an early start in filming county records cannot be overemphasized. If we had spent only two or three hundred dollars a year on film since Mr. Hansen was employed, we would already be half through our original program for filming the bound records prior to 1860 for the twenty oldest counties. Since this program was proposed, a large number of the records we wanted to copy have already been destroyed, notably early French records in Edgar county. The additional travel expenses for Mr. Hansen to accompany Mr. Blood would be slight. If Mr. Blood were to go to southern Illinois, for instance, Mr. Hansen could be left at some Court house for the two or three days Mr. Blood would be in the region, then picked up on his return. He would not have time to do much at a time, and the results would be miscellaneous, but we would that way get two or three of the most important records copied in each of a number of counties, enough to open the field to us when later we are able to do the work more systematically. This would be good experimental field work which would enable us to work more efficiently later on a large scale.

#### County Field Work.

Since Mr. Blood has only recently been added to the staff it is too early to predict what work is to be done. The need for microfilming has already been mentioned. Other photo-

graphic microfilming has already been mentioned. Other photographic services, especially photostating worn county records, will apparently be expected of us.

At present there is a demand for relief from the burdensome bulk of records. It is probable that a commission to study the whole county governmental system, including records, is what is needed. Apparently there is general agreement that certain types of records can be destroyed, though there is still some question as to how many years these should be kept. The records under discussion are:

County Clerks' office  
Tax assessment records  
County Warrants and orders

Recorder's office  
Chattel mortgage records

It seems likely that it would be possible to draft a suitable bill for the destruction of these specific records for introduction at this session of the General Assembly. Such a bill would relieve a certain amount of pressure and satisfy county officials pending a more lengthy study of the general county record problem. Even though we do not actually sponsor such a bill, and we are not the ones to do so on the surface at least, passage of such a bill would certainly create an inestimable amount of good will towards our archival field service. I feel strongly that such a bill should be drafted for presentation in 1943. We could get agreement on the time element involved, or set an arbitrary one, such as ten years.

Previous reports have suggested possible directions which our archival field service can take. It may be as well to have a report on long range planning in this respect for some later date.

#### Transfer of Records.

The following records should be but are not yet in the Archives:

Canal records. Promised. Mr. Blood had better be sent again with instructions to assist in any way with the moving.

Adjutant General's military files of Civil, Spanish American and World War files. Little likelihood of a transfer while present chief clerk is in office. Gen. Boyle failed to reply to Mr. Hughes' letter offering emergency space for records, so it would probably be of little use to write him about the possibility of sending over the records that were old. It seems to be a matter of wanting to get credit for service to the public plus fees involved in that service.

French records in Chester, Randolph County, the Kaskaskia records paralleling the Cahokia records from St. Clair County. Although fairly well cared for in Chester, these records have no connection with present day county administration, but are of statewide historical significance. Most have been printed in Illinois Historical Collections.

Land records, Auditor's office. Transfer of these records to the archives proper is complicated by legal difficulties - i.e., the law specifically authorizes the Auditor to certify to these federal records, such certification to be of equal validity to that of the U. S. Land Office at Washington; while in the case of state land records, the Auditor is legally the official who prepares land patents and keeps the record thereon. These legal provisions would be no hindrance to their transfer to a departmental vault. More potent is a \$3,240 per annum political appointee, the land record clerk. There was an unstated fear both on the part of a former land record clerk and the Auditor that this patronage would be lost or impaired by a transfer of the records and their attendant personnel to the Archives Building.

Commerce Commission "case files". The former administration asked for and obtained authorization for the transfer of their case, or hearing files. The file clerks, unwilling to make the trip over here for the records sold the new secretary of the commission on the idea that these files are current records and should not be transferred. Certainly the elder files (say more than ten years old) are certainly in the semi-current rather than current category. The Commerce Commission has other files here, which though of permanent legal value, are secondary to the main file.

The Supreme Court files only down to 1921 are here. Later files should and will be transferred when equipment is available.

The Attorney General has never made any transfers because his vault has no equipment. His records are recent and of relatively little importance.

General Assembly. It is probably hopeless to expect to get transcripts of committee hearings, for which there is a steady reference demand, but occasionally we get them through appeals to committee chairmen.

Special reports made to the Governor. Seldom filed in archives unless printed, but generally of great value. Of recent years the Governor has created a number of special committees, to do work formerly done only by legislative commissions.

Enrolled Laws. Have only through the year 1931. Should have to a later date.

Conclusion. The foregoing report on "Unfinished Business" is not a report on a program for future work for the Archives Department. It is merely a survey of work now on hand. Conceivably something of sufficient importance may come up which will prevent our undertaking any of it this year. It is merely a survey which gets down on paper what so far has been known to the archivist alone.

Respectfully submitted,

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Archivist



**ARCHIVES ACCESSIONS**

**December - 1942**

**Secretary of State - Index Department**

**Deeds and Abstracts to State Property  
Two cases**

**23 documents**

# ARCHIVES REFERENCE

December-1942

## Routine Departmental Calls

General Assembly	15
Secretary of State	
Corporation Dept.	
Annual Reports	26
Index Cards	18
Executive Department	
Land Patents	9
Deeds to State Property	3
Oaths of Office	4
Trade Marks	1
Index Department	
Correspondence	10
Elections	17
Enrolled Laws	7

## Historical and Non-Routine Calls

Historical, etc.	4
Genealogical	5
Mail Inquiries	
Historical	7
Genealogical	5
Archives Technique	3
	<u>194</u>

# ARCHIVES CATALOG

December - 1942

## Catalog Cards

Made by Archives Dept. (HRS pub.)

12

Made by General Catalog Dept.

244

(Including cards for 33 books  
in Class 900 transferred from  
General Library to Reference  
Library)

## Index Cards

St. Clair County Commissioners  
Proceedings v.3, 1821-29

1286

U.S. Census for 1850  
Adams County

2240

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3526

# ARCHIVES DEPARTMENTAL VAULT PASSES

December - 1942

Auditor, State	3
Civil Service Commission	1
Illinois Commerce Commission	3
Liquor Control Commission	1
Public Instruction, Dept. of	1
Public Works & Bldgs., Dept. of	1
Registration & Education, Dept. of	42
Secretary of State	
Court of Claims	1
Executive	19
Index	1
Shipping	1
Rehabilitation, Division of	1
Supreme Court	1
Treasurer, State	8
Vital Statistics, Dept. of	<u>24</u>
	109

# ILLINOIS STATE LIBRARY

## Archives Department

Report for January 1943

### Accessions

Accessions from the Secretary of State:  
Index Department: Deeds to State Property. 21 documents on 3 tracts of land.

Accounting Department: 6 volumes of "Daily Summary of Machine totals", 1939-41.

Accessions from General Assembly:

Miscellaneous records of the regular and special session of the 62d General Assembly, 1941-42. (Bills and resolutions) 40 documents.

Accessions from the Illinois State Historical Library.

Mr. Angle turned over to the archives the records of the Illinois State Council of Defense of the First World War. So far as possible these have been arranged as listed under the inventory published by the Historical Library. Some pamphlets and posters were retained by the Historical Library. A few discrepancies were noted between items found and those listed in the HRS volume. These have been noted in one copy of this publication and will be re-checked with the Historical Library also with the files at an early date. Most of these items were called to our attention by Miss Flint at the time of transfer.

General Tayler, chief clerk in the Adjutant General's office, called recently and made notations as to the equipment in the departmental vault allocated to that office. He said that originally they had intended to transfer only their correspondence but that he intends to restudy their records and will probably transfer many of their Civil, Spanish American and World War I records. He did not commit himself but implied that some of the Civil War records may now be deemed suitable for transfer to the Archives proper. He was given a copy of our 1939 list of records which we would be willing to consider for transfer to the archives if offered, also a copy of the rules and regulations.

General Tayler is particularly concerned with the question of how to reduce the bulk of their correspondence records. Only the executive is capable of sorting out the ephemeral from the permanent records, especially since none of the clerks in the department have been there long enough to be able to exercise good judgment. He liked the suggestion that at the time a letter is signed the signer should indicate in code on the carbon whether the file should be kept six months, a year, five years, or permanently. At the end of each period of transfer the file clerk could automatically discard the expired correspondence unless a particular file marked for destruction had had an increase in bulk in which case it should be referred to the

executive for decision. General Tayler hopes to weed their correspondence files before asking permission to transfer them.

He minimized the danger to records from the small arms ammunition stored in the Armory Building, but considers that there is a considerable hazard from smoking in offices and vaults in the building. He seemed anxious to make transfers to the Archives Building but said it might be some time before he could get around to doing it.

Mr. Casey, chief engineer of the Illinois Waterway plans to transfer to the Archives not only the records of the Illinois and Michigan canal now housed at Lockport, but also certain of the more valuable survey records of the old Rivers and Lakes Commission, especially the Chipperfield survey of about 1913 which establishes State claims with respect to meanders and marginal lands adjacent to lakes and streams. He is hiring Remington Rand experts to organize and index these records so that we can give good service on them immediately. He thinks this work will take about a month. In exchange for certain plat books we are to furnish him with one photostatic copy free and a second copy for which the department will pay. These volumes will probably be sent one or two at a time as we can do the work. A representative of the department will come with the records and help us check them off the inventory list.

#### Departmental Vaults

Departments have made transfers to their departmental vaults as follows:

Liquor Control Commission. Duplicate licenses (not duplicates but their copy of the license issued to the licensee).

Executive Department of the Secretary of State. Records for the year 1941, including Requisitions, Notary bonds, certificates of qualification, etc.

The Vital Statistics Division moved their photostat machine to their vault. No developing is done here, but only the photographing. This saves considerable carrying back and forth of volumes.

The Department of Registration and Education moved in sixteen drawers of 1941 correspondence and 9 drawers of Pharmacy application records.

#### Archives Building

The Photostat in our Photographic Laboratory formerly under the jurisdiction of Miss Meyer of the Secretary of State's Miscograph Department has been transferred to the Archives Department of the State Library and will be operated by our photographer, Mr. Hansen. This machine is a recorder, i.e. it can be used for photostating on both sides of the paper. The maximum size which can be taken on this machine is 13 x 17.

Thirty-three drawers of wood files for 3x5" cards were brought over for some of the Council of Defense records recently transferred.

The Building was closed at 9:15 A.M. on Saturday, January 23, on account of no heat, caused by a strike of the coal trucks drivers' Union.

A new double door was installed at the foot of the elevator entrance.

#### Staff Work

Miss Josephine Boylan, new of Washington, D.C., has been sending us copies of her translation of the Registre. We now have pages 50-68 (except page 65, missing from the file of photostats). She spent part of January 23rd here, checking with the originals. She said she started in the middle of the volume because that was written more legibly and in easier French than the first part. She hopes the State can publish this at some future date, but wants it done as a volume of the Illinois State Historical Collections published by the Historical Library.

The indexing of the federal census for Adams county was held up temporarily when we ran out of cards, but is now progressing favorably. They are now working on page 72b (the sheets to a numbered page). This amount is reflected in the statistics because we have not checked back for errors in transcription for several weeks.

Cataloging of General Assembly analyticals has been resumed. In addition to the 1941 cards reported in the statistics, copy is in the hands of the typists for 1861 and 1939. The reason for alternating early and late years is to get cards for, say, 1941 typed before the 1939 cataloging is finished to facilitate checking of over-lapping dates on certain records. The History Cards are also being brought down to date by additions or retyping where necessary. In connection with the 1861 General Assembly, it was necessary to stop and do some preliminary indexing of the Journals. The House and Senate Bills for the 2d session, 1861, of House and Senate Journals were indexed, also lists of miscellaneous reports.

Mr. Wetherbee spent considerable time checking in the Council of Defense records. Every other week he is in the Reference Room from 1 to 2:30 while Mrs. Nelson takes a late noon hour. This arrangement gives her a full 3 1/2 hours a day in the vaults while she is filing in corporation reports. Otherwise, she cannot keep up to schedule with this filing. There must not be anything seriously wrong with our vault ventilation if a member of the staff rearranges schedules to get more time in there! All at the reference desk except Mr. Hansen are indexing the census records as their reference room stint. Mr. Hansen who is there from 11:30 to 1 and occasionally as a substitute, spends his time there unfolding enrolled laws and helping Mrs. Nelson to unfold and staple the corporation reports.

Photographic Laboratory

Enrolled laws, 1843-45  
Box 76, #3321-  
Box 85 #3840  
3 copies of a microfilm  
article

Photostats

Exposures

Enlargements

2411

6

Staff Notes

The archivist has been appointed to the following committees: American Historical Association. Special sub-committee on Archives of the Historical Source Materials Committee. This is a re-appointment. Society of American Archivists. Committee on training of archivists.

Mrs. McFadden was called to Green Bay, Wisconsin, on January 30th, by the critical illness <sup>of her</sup> ~~as~~ had only brother.

County Field Work.

Reports of Mr. Blood, field visitor, have been filed as received. Mr. Blood called on 2 offices in Washington County, one in Mason and five in Cook County. In Cook County he reported interviews with sixteen officials. In addition Mr. Blood attended an informal called meeting of county clerks here on legislative business Jan. 28 and 29.

The question as to whether or not to try to get legislation this session authorizing destruction of certain records is to be discussed at the county officials' association convention to be held at the Morrison Hotel in Chicago May 5-7. It would seem unlikely that there would be time after that to get legislation through. Mr. Blood is of the opinion that they are determined to try. It seems to us that legislation permitting the destruction of the one record they seem to agree might be destroyed, namely county assessors' records up to about 1920, would do no harm now. That would satisfy a certain demand, and give us two years to work with the county officials towards suitable legislation for destruction and substitution of microfilm copies. If this particular piece of legislation is introduced it will be entirely on the initiative of the county clerks themselves and we will not be a party to it. However, we will doubtless be given credit for our interest in the problem, and undoubtedly be consulted over future legislation.

Respectfully submitted,

Archivist

afn



# ARCHIVES ACCESSIONS

January 1943

	Card Dvrs.	Drawers	Vols.	Documents
Secretary of State				
Index Dept.				
Deeds. 3 cases				21
Accounting Dept.			6	
General Assembly, 1941-42				40
State Council of Defense, 1917-19, Records	70	60	26	
	70	60	32	61

# ARCHIVES REFERENCE

January 1943

## Routine Departmental calls

General Assembly 17

## Secretary of State

### Corperation Dept.

Annual Reports 53

Index Cards 15

### Executive Dept.

Executive File 2

Notary Bonds 1

Trade Marks 9

### Index Department

Correspondence 14

Deeds to State Property 2

Election Records 26

Enrolled Laws 16

### Securities Department

Closed Cases 1

## Historical and Non-Routine Calls

### Genealogical

Historical 1

F.B.I. 1

### Mail Inquiries

Genealogical 2

Historical 3

Archival Technique 4

164

# ARCHIVES CATALOG

January 1943

## Catalog Cards

Made by General Catalog Dept.

88

Made by Archives

HRS checklist

5

History cards

39

General Assembly, 1941

397

Withdrawals

13

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441

## Index cards

House and Senate Journal,  
1941

39

Adams county, Federal  
Census, 1850 (incomplete)

1672

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1611

**ARCHIVES DEPARTMENTAL VAULT PASSES****January 1943**

<b>Auditor</b>	<b>8</b>
<b>Civil Service Comn.</b>	<b>3</b>
<b>Ill. Commerce Comn.</b>	<b>7</b>
<b>Insurance Department</b>	<b>4</b>
<b>Liquor Control, Dept. of</b>	<b>4</b>
<b>Liquor Revenue, Dept. of</b>	<b>1</b>
<b>Regis. &amp; Education, Dept. of</b>	<b>40</b>
<b>Rehabilitation, Divn. of</b>	<b>1</b>
<b>Secretary of State</b>	
<b>Executive</b>	<b>28</b>
<b>Index</b>	<b>4</b>
<b>Treasurer</b>	<b>19</b>
<b>Vital Statistics, Dept. of</b>	<b>20</b>
	<b>153</b>

# **FIELD VISITS**

**January 1943**

**Made by C. Kenneth Blood:**

**Washington County**

**2**

**Macon County**

**1**

**Cook County**

**4 offices - 16 officials**

BUDGET JUSTIFICATION REPORT.  
February 27, 1943.

The Archives Department moved from very restricted quarters in the Centennial Building to the State Archives Building in 1938. Before moving, it had been able to house and service only the records of the Secretary of State, General Assembly and two code departments. The Archives Building has vault space for fifteen miles of filing equipment and already houses an estimated 85% of all the important semi-current and non-current records of all State departments, plus the Illinois records of the Historical Records Survey of WPA and some county records. Increasingly in recent years, the Archives Department is being consulted on record problems by other governmental agencies, federal, state and local. A considerable increase in its work has resulted from wartime record problems, some of this activity being reported upon below, some of too confidential a nature to discuss here.

So far the Archives Department has been able to function with only one more staff member than it had when in the Centennial Building. The factors which made it possible to maintain high standards of service with so small a staff have now changed:

First. The Historical Records Survey of WPA devoted its major efforts to tasks for which it would have been necessary to detail archives staff members - namely the compilation of inventories of State and County records. In addition to this assistance, the HRS supplied us from 1937 to 1942 with considerable manual labor and clerical help, never less than two and frequently as many as a dozen of its staff being assigned for work under our supervision. This assistance is of course no longer available.

Second. Since records in the Departmental vaults in the Archives Building remain under the immediate jurisdiction of the respective departments, these departments naturally prefer to keep even their non-current records in these vaults as long as there is still room. Now most of these Departmental vaults are filled, necessitating transfers of older records to the archives proper.

Third. The necessity for greater protection of records in the war emergency has caused department heads to reconsider their selection of records for transfer to the Archives Building. Important legal files previously not considered for transfer because of their current use are now being brought to the building because of its relatively greater security. Arrangements have also been made for emergency evacuation involving other records.

Demand for better care of county archives which are the essential records establishing citizenship and property

rights has accelerated due to war demands for copies of those records. County officials, faced with depleted county treasuries, unable because of the war to build additional vaults or to obtain more filing equipment, have turned to the State Archives Department with a demand for assistance. Last August, in response to this demand, a vacancy in the regular Archives staff was filled by the appointment of a full time field visitor for county archives. This appointment thus deprived us of one person regularly scheduled to work on State Archives.

We are now, at the request of the Illinois County Officials' Association, studying the problem of scientific reduction of records through legislation permitting the destruction of useless records, and the possibilities of substituting microfilm copies for bulky originals.

The Photographic Laboratory is doing particularly important work. It not only makes microphotographic and photostat copies of books, records, etc. for all departments of the State Library, including the Archives department, but also does considerable work for other State departments and counties. The war has emphasized the value of inexpensive microfilm copies of records as insurance against loss. The Illinois Archives Department some years ago suggested the microfilming of early county records as a means of concentrating historical research material, as insurance against loss through destruction, and as encouragement to the counties to appropriate their own funds for copying more recent records. Illinois has never found the money to carry through such a program, but other States, notably California, Indiana, New York, Virginia, Maryland, Delaware and some others, have done considerable work along this line. When the 1937 Ohio river flood came, the Indiana State Library was able to reproduce from her microfilm copies the records lost by two of her counties. Two Illinois counties lost some of their records for which there is no replacement. We are at the present time trying to make usable photostatic copies of records of the Pulaski County recorder's office which are disintegrating after going through that flood.

We are also being asked to make photographic copies (at cost) of State and County records, these copies to be used to save wear and tear on the originals. We are also being requested by some of the counties to accept on temporary or permanent deposit certain of their non-current records for which the counties are unable to provide adequate care. Notable among such deposits is the so-called Perrin collection donated by St. Clair County in 1940. This comprises the Old French records of Cahokia, including, among other treasures, an old notarial register which is believed to be the oldest civil governmental document of the middle west. Some valuable nineteenth century documents of St. Clair County are also included.

Although the Illinois Archives Department is not one of the oldest archival agencies in the country, it pioneered in working with archives as legal records rather than as historical mementoes. The Illinois archives is now the largest state archival agency in the country, and its Archives Building is rated as the most scientifically planned. This has attracted international attention and since the dedication of the building several foreign governments have sent their archivists or other official representatives to study our methods and physical plant. These are: Canada (1938), Norway (1939), Chile (1939) and Brazil (1940 and again in 1942). We are now in correspondence with the archivists of South Rhodesia and Cuba in relation to plans for their new buildings.

The Archives Department is consulted frequently on archival matters by other States. Virginia and North Carolina invited us to criticize their plans for recently completed buildings. Both of the archivists and most of the department heads of the National Archives have made special visits to Springfield. The catalog rules of that institution were developed from the Illinois rules. Several other state archival agencies have sent staff members to study our methods. In the last biennium we have been consulted by the states of Minnesota, Iowa, Utah, Oklahoma, Vermont, New York and Pennsylvania to a considerable extent and other states to a lesser degree, concerning their proposed new or revised legislation, new buildings or organization of new archival agencies. We receive an average of one hundred inquiries on archival technique from outside the state each year.

The Archives Department of the Illinois State Library can no longer continue its leadership in the archival field without a trained professional staff, paid salaries adequate to attract the best quality of workers. For instance, instead of amateurs taught our methods of manuscript repair, we need a specialist who knows something of binding and who has both a flair for and interest in experimenting with new plasting and other mending materials. A year ago we had an opportunity to obtain the services of a man with probably the best European and American training and experience of any person in the country. The endowed institution with which he was connected was willing to release him to us because of its financial reverses. The \$1500 which we had been paying the untrained man who had been doing our repair work did not attract this applicant. At that particular time we could have obtained the services of this outstanding man for three or four hundred dollars more than we were paying for unskilled work.



The most striking feature of archival reference work is the marked demand for complete and accurate documentation, and this it is difficult to rate qualitatively in statistics. Our detailed indexes and accurate filing systems which we have made and must keep up to date, enable us to determine very quickly whether or not a given document is in the files. The old report, "Sorry but we do not have this document," which used to satisfy departmental clerks, is now frequently met with the request that if we cannot find that particular item, will we please produce something else which will illustrate a policy or establish a precedent. While we carefully abstain from giving legal opinions, we must know enough about the law to recognize a document as legally pertinent. For instance, our staff schedule was recently rearranged for several days to permit the two staff members most familiar with the corporation records to search the files for correspondence that Mr. Margrave vaguely remembered as having taken place about twenty-five years ago, and which he hoped would clarify a certain situation for the Corporation Department. He could give us no clues as to personnel or the names of the railroad corporations involved, nor even of the date. While we did not find the particular correspondence, we were able to find correspondence which could be used as a sample of procedure to be used.

The discovery of oil on supposedly worthless land in southern Illinois has caused a flurry of research into land titles. The recent discovery of a recording in Marion, Illinois of the Illinois Central railroad land deed lost in the Chicago fire, has enabled owners of thousands of acres in Illinois to clarify their land titles.

Even the State has discovered that some of its titles to lands need clarification. The lease for the State Fair Grounds to the federal government was held up for several weeks because the federal attorneys were not satisfied with something in one of the deeds. When oil was discovered on one of the state game farms it was found that the deed was vague about mining rights. This resulted in considerable checking of the files of deeds to other State property.

Our reference calls reflect the influence of the war markedly. Graduate university students writing these are no longer visiting us. However, some substantial historical research work is still being done in the Illinois Archives. For instance, the secretary of the Abraham Lincoln Association has based two books and several articles upon records in the Illinois archives. We are also getting some reference work which formerly went to the Library of Congress, the National Archives and other Washington agencies now unable to give the expeditious service formerly rendered. Apparently all requests for data in the 1820, 1840 and 1850 federal censuses, of which

we have photographic copies, are now redirected to us from Washington. So many requests of this nature have been received in recent months that it has necessitated stopping other work to concentrate on the 1840 and 1850 census schedules which were recently acquired.

ILLINOIS STATE LIBRARY

ARCHIVES DEPARTMENT

Report for February 1943

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Accessions

The only accessions were to the Deeds to State property file - 19 documents relating to title to the State garage at Dixon and the Southern Illinois Normal University.

Mr. Walter A. Flannigen, county recorder of St. Clair County indicated to our Field Visitor that he would like to transfer 5 plat books (32" x 40") and 18 deed books, all of which have been transcribed. The Assistant State Librarian sought the advice of Mr. J. Nick Perrin, Jr., who was largely instrumental in getting the transfer of the Perrin collection for us. Mr. Perrin reported that M. B. C. McCurdy, County Superintendent of Highways, has found that the transcriptions of the plat books are inaccurate and would want photostatic copies of the originals. Apparently the County Recorder does not think he has room for photostatic copies, but would like to have copies made only as needed. There is no reason, however, why the early deed books could not be transferred as soon as the county board consents. The County also has a number of 18th-century documents in its files and we are suggesting that all files be transferred up to a certain date, say 1825. This would round out the Perrin collection. As it is, we have miscellaneous documents abstracted from their logical places in the files, which is bad archival practice. A list of 18th century files compiled from the St. Clair inventory was appended to Miss Rogers' letter of March 2, 1943.

Departmental Vaults

Transfers were made as follows:

Secretary of State. Front office. 1 drawer.

State Treasurer. Inheritance records. Case records - about 1940.

Repair Work

The archivist experimented some with the new repair material, Duseal. This material is cellulose acetate sheets coated with a slow-drying thermoplastic adhesive. The Keuffel and Esser Company which distributes this product and the National Archives, consulted for advice, both report satisfactory results from accelerated aging tests. I have not been able to learn anything about chemistry of the adhesive. It is probably acetone with some sort of slow acting fixative. The laboratory report sent by the company states:

"(a). Permanency of the adhesive.

We do not feel that there is any cause for worry on this account. The adhesive is permanent and is not affected by variation in temperature or humidity. The fact that the customer observed a few spots where the wax paper did not seem to adhere to the film, is of no importance in this connection. At no

time in the manufacturing process is any attempt made to get adhesion of the film to the wax paper; the latter is only for protecting the adhesive until such time when the film is used. The spots referred to are nothing but air bubbles which do not in any way indicate that the coating of the acetate on the film is not uniform."

Miss Adelaide E. Minogue, acting chief of the Division of Repair and Preservation wrote me as follows:

"We have received and tested samples of both Clearseal and Dulseal foils made by the Transparent Protection Company using cellulose acetate foil as the base with a pressure-sensitive adhesive. This material withstands both accelerated aging and deterioration by the rays of the quartz mercury vapor lamp very well and should be an excellent means of protecting fragile papers when suitable equipment for heat and pressure lamination is not available. For effective results both sides of the document to be treated should be entirely covered with the material, leaving a narrow edge of the material overhanging the edge of the paper. The edges of the record can, in this way, be sealed and protected from wear and the deleterious effect of exposure to the atmosphere. The document will also eventually curl badly unless both sides of the sheet are entirely coated as suggested.

Although Dulseal treatment has the advantage of not requiring special equipment it requires considerably more care and nice technique in its application than the heat and pressure lamination. It would be extremely difficult to use Dulseal for strengthening very broken records such as those which have been burned or water-soaked. The material itself is considerably more expensive than the uncoated foil and will, because it does not penetrate into the paper, add a good deal to the thickness of the finished sheet. For these reasons, I do not believe Dulseal protection can be considered an improvement on the method used at the National Archives although it will probably serve very well for a certain type of work in institutions which do not have presses available."

I had hoped to be able to make a fairly detailed report on the results of experimentation at this time, but other duties made me stop after covering only about a dozen documents which is hardly a fair test.

This material is not a substitute for the Barrow or National Archives laminating process. It seems to have some decided faults, but I am not ready to brand it a disappointment. It does add materially to the thickness of the sheet. Photographs taken shortly after mounting a topographical map showed only a very slight and hardly noticeable graying of the print of the covered portion. After about a week the documents show air bubbles or spots where the adhesive has not held. I am not ready to condemn this, however, as it is likely due to inexperienced application. Telephone and other interruptions while the work was going on permitted a slight drying out before the acetate was thoroughly rubbed in. Also I had considerable difficulty with static electricity, which seemed to cause a certain amount

of stretching. I am sure most of the trouble so far is due to a difference in tension between the paper and the acetate which probably resulted in getting the acetate on too tight. I feel sure that these early difficulties are due primarily to lack of skill in application. If further experience indicates that the adhesive has been applied unevenly, I am sure we shall get cooperation of the manufacturer in overcoming this difficulty. I have definitely established that it can be applied to brittle and broken paper, but have not yet tried it on mildewed paper. It is probably that the anti-acid bath recommended by Mr. Barrows should be used before application of this material. There seemed to be little difference in the results between documents put in the press after mending and those left out in the open. I am going to experiment with the heating unit press in the Photographic Laboratory.

I still think this Dulseal will be suitable for use in repairing topographing maps and some of the less valuable documents in the Archives.

#### Cataloging

The legislative records for the years 1861 and 1939 were cataloged during the month. The 1939 cards have not yet been typed. Some of the indexing and cataloging for the year 1871/72 has been started but this work has been temporarily halted.

#### Perrin Collection

In view of pending negotiations for further transfers of St. Clair County records to the Archives it seems advisable to push the work of reclassifying and reorganizing the Perrin collection. Mr. Wetherbee has done a little work on this but his other duties give him little time to work on it. I went through two drawers this month, chiefly to find out what was in them. The part I looked at was the so-called "Museum" material which is chiefly miscellaneous manuscript material belonging to the St. Clair County Historical Society, interspersed with a lot of plain trash - empty envelopes, meaningless figurings and scribbles. This trash is discreetly discarded, marking it off from the Perrin register. In this first screening nothing of the slightest possible value is thrown away. Much of this material is of purely local interest and should be returned to the county when an active and apparently permanent historical society is prepared to take care of it. For the present I am running through this quickly without attempt to organize it. I am planning to organize the archival material in the collection as soon and as fast as I can get to it.

Miss Boylan has sent us translations for p. 71-80 of the Registre.

#### Staff Notes

Mrs. McFadden's only brother died on February 8th. She was called to Green Bay, Wisconsin the week before, but returned to work on Monday the 8th. She was out also the rest of that week, because of the funeral.

Mr. Blood failed to pass his physical examination and was rejected by the Navy on February 11th. On the same day, Miss Nuess was tentatively accepted for the Spars but has not yet received a notice of acceptance or order to report.

Miss Beard resigned February 13th, effective immediately, to accept a position at the Toronto War Plant. Her position was filled by the Civil Service appointment of Miss Lucille Koval who reported for work March 1st.

#### Photographic Laboratory

Mr. Scott, a representative of the Photostat Corporation worked with Mr. Hansen the better part of three weeks. Mr. Wetherbee, Mr. Blood, Winfred Helm and I were also shown how to operate the machine. Mr. Scott also gave Mr. Blood a great deal of advice about photographic problems in county archives. He took Mr. Hansen and Mr. Blood to Decatur one afternoon and to Joliet and Wheaton two other days. These three counties do a great deal of photographing and are meeting their problems in somewhat different ways. The head man from Chicago came down to Joliet. He presented us with a sample volume prepared for an exhibit before the County Officials Association several years ago. This exhibits types of documents and problem copy work. It will be useful to Mr. Blood on his field visits.

As sample work here we provided the volumes sent in by the county recorders of Union and Pulaski Counties. The Union County recorder sent two volumes - one a small volume of a few pages, the other slightly larger, comprising the first two volumes of county deed records. The Pulaski county volume, also the first deed record, presented a very difficult problem for copy work. The volume had gone through the 1937 flood and as a result the ink is badly faded and the paper very soft. We have adopted the policy of copying the first record volume free and charging for others at cost. Because this first Union County volume is so small we are not charging for either. Mr. Hansen also made microfilm copies of each for our file.

There are three sizes of paper adapted to our Photostat, 9 inch, 12 inch and 14 inch. We have a mask for the 14 inch size. There is a possibility for a considerable saving in money and in space if the 9 inch paper is used. This requires either the reduction in size or top binding. For copying ~~most~~ single documents the 9 inch size is most practicable. The 12 inch paper permits side binding with a 1 1/2 inch binding edge but no trimming edge on the opposite side. It also generally requires a slight reduction in size. The 14 inch paper permits photographing at full size with ample margins for side binding. The cost differential per sheet as stated as stated by Mr. Scott is as follows:

9" H H paper	
Paper	.086
Chemicals	.01
Transportation	
on chemicals	.005
	<u>.096</u>
12" H H paper	
Paper	.116
Chemicals &	
Transportation	
on same	.0105
	<u>.1265</u>

14" H H paper	
Paper	.136
Chemical &	
Transportation	
on same	.0106
	<u>.14666</u>

These figures make no allowances for spoilage (which might run high on difficult jobs like the Pulaski County record), for amortization on equipment, labor costs or other overhead. I suggest the following scale of prices:

9" H H Paper	\$.12 per sheet
12" " "	.15 " "
14" " "	.17 " "

to avoid hard feelings, we should not photostat at this price for counties having access to a commercial firm. In fact, this whole matter is a ticklish one. Can we photostat at cost for one county and not for another?

Mr. Blood is reporting on the discussions held with officials in the three counties visited. I will merely attempt here to comment upon certain phases touched upon.

The most economical size for the county official would seem to be a 9" paper bound at the top. Top binding saves half the shelf space formerly used - two volumes going into the standard roller shelf unit commonly used by the recorders. The Macon County people object to top binding as being less firm, but this seems to be a prejudice, probably influenced by binders because top binding requires less sewing, or in the case of post binders, less, and hence cheaper, mechanism. DePage County also furnishes free printed deed forms so designed to get the entire deed on one side of the sheet. This permits recording two deeds in the space formerly required for one, thus again halving his filing space. A reduction in filing space to one-fourth would be a considerable item. He inserts in each copy a form statement that this copy is reduced or enlarged in size from the original instrument. The DePage County Recorder records mortgages on 14" paper, using side binding. Will County also uses top binding for deed records. They also stain the edges of the bound volume green as a further protection against tampering.

We already have a 14" mask. Mr. Scott recommends that we purchase a mask for 9" and for 12" paper, also an engineering board which will permit us to take originals up to 28" x 36", with, however, a maximum print size of 14" x 18". The engineering board for a machine like Miss Meyer's takes originals up to 28" x 36" with a maximum print size of 18" x 24". He also recommended the purchase of a circular focusing chart which we need but do not have.

Now that we have the use of the recorder should we not work out something with the Corporation Department to avoid removal of the enrolled laws from the Archives Building. Whenever the Corporation wants to use these laws they take them over to their office. So far they have never failed to return them, but that could happen. Also this results in considerable wear and tear on the originals. For instance, the Illinois Central Railroad in-

corporation act is used frequently. I once asked Mr. Margrave if they could not use the printed session laws instead, but he said certification was involved nine times out of ten. I then suggested that those most frequently used be photostated, but he seemed to think it would be hard to make the selection. Some time ago we discussed photostating the laws and issuing the photostats instead of the originals. Of course it would be too expensive to photostat the whole file, or perhaps even the private corporation acts.

Mr. Blood has called my attention to the microfilm attachment to the Photostat machine which makes photostats from film copy. I saw one of these when it first came out but at that time it was very expensive - around \$600 if I remember it. I think we might now consider this attachment for our post-war budget. It would have a number of applications, particularly to this enrolled laws situation. Since we are filming enrolled laws anyhow, when the Corporation Department phoned over for an act we could quickly make an enlargement and have it ready for them when they came for it. This could be done more quickly than from the original which has to be handled just so while the picture is being taken. Another application would be in making copies of records for county officials. We could take the film copies, which we want anyhow, in the court house, then make enlargements here as wanted. Thus the original record would not have to be subjected to the hazards of transportation. We could make these photostatic enlargements on double-faced paper, which cannot be done with our present enlarger. We cannot get quantity production on our present enlarger and will have to get a new one after the war.

#### Statistics of Photographic Laboratory:

Enrolled Laws	Exposures	Enlargements	Photostats
Box 86 #3841-3880			
Box 87 #3881-3930			
1845	421		
General Assembly record, 1837	5	5	10
Lincoln Items	8	8	
Deed for Adjutant General			3(single)
Pulaski & Union Counties			250(double)
Deed Records (estimated)	500		
	934	13	263

#### County Clipping File

From time to time our attention is called to newspaper items in relation to county records. For instance, a recent item in a Rockford paper called our attention to a recent Attorney General's opinion which has a direct bearing upon the proposed legislation to permit destruction of certain county records. In brief, he stated that he agreed that the records in question were of no apparent value, but that the law does not permit their destruction, and he suggested that the county clerk discuss the possibility of a law permitting their destruction with his representative. I therefore suggest that we subscribe, for a few months at least, to a clipping service for items relating to Illinois county government and county records. I doubt if we would get many items but they might be important to us in our present studies.



### County Records Legislation

On February 18th I talked long distance with Mr. Hulson, county clerk of McDonough County and chairman of the County Clerks' Legislative Committee. At his suggestion I sent him a summary of Mr. Blood's reports on county clerks' records recommended for destruction with my comments. I told him that we would be glad to cooperate with his Association in getting legislation permitting such destruction. I was to present the matter to his committee and let me know what they had decided as to length of time the records were to be kept, etc. He wants us to take the initiative in the matter of drafting bills, but stated in my letter that from previous experience in cooperating with other associations in the passage of bills we believe it would be more expeditious to have their representative, Mr. Schaumleffel ask the LRB to draft the measures, with the suggestion that we are working with the committee and will be glad to consult with them. So far I have had no reply from Mr. Hulson and have heard neither from Mr. Schaumleffel or the LRB. I therefore sent a letter March 4th inquiring whether any decision had been reached as to what to include in the legislation, and suggesting that possibly Mr. Schaumleffel can get something started in the legislative recess over the weekend. What I am trying to do is to put us on record as having proffered our assistance and also to get them to go on record as having asked for it. I don't want them to say that we are the ones who want the legislation nor do I want them to blame us if they let it go by default.

### Reference Work

The statistics for this month are short because the record on non-routine reference calls seems to have been mislaid.

Sample reference calls: Mr. L. W. Hunt, publicity man for the Auditor, copied our notes on the history of the Kaskaskia common school land. He had tried to get the information several other places. The Historical Library called me about it but did not say who wanted the information. I gave them the gist of the story and said I had more material on it. Through some slip the information was not passed on to Mr. Hunt, who finally asked Dr. Pratt to help him. Dr. Pratt referred him to us and Mr. Hunt came right over. He was very much interested in our History of State Departments studies and expects to use them occasionally for news stories.

Dr. Hill of the State Department wrote that the architect for the new archives building for Cuba has been in this country recently and was disappointed not to have had time to come to Springfield. Dr. Hill asked to have copies of our plans, etc. sent to him. I replied that these were sent to the archivist some time ago and that owing to censorship difficulties we would not try to send another copy unless we received another request direct from Cuba.

A photographic copy of the 1837 memorial to the General Assembly for taking the State Capitol to Illiopolis was given to Mr. Paul D. Paddock who is historian for the Sangamon Ordnance Plant there. He asked for a photograph rather than a photostatic copy because he might want to have a cut made.

Dr. White, director of the University of Illinois Library asked for an outline of our plans for the archival internship. He is interested in the question of library internships and was to attend a conference on the subject.

Mr. Criz of the Finance Department says our notes on the History of State Departments were of inestimable value in preparing the bills to bring the statutes up to date in relation to references to absolute departments.

The U. S. Internal Revenue Dept. (FBI?) checked the Communist Petitions again and Mr. Vogel made copies of several pages for them.

#### Staff Work

The Reference Desk staff is now indexing the second of the twenty-four rolls of 1880 census film. They thought at first that this would be an impossibly long task but I think this is going along as fast as could be expected. Not much was done on it last month because Mrs. McFadden was out most of two weeks and Mrs. Nelson had to spend most of her time stapling reports. Mr. Hansen has been helping her with that while he is at the desk. He did not take his regular desk time while Mr. Scott was away.

#### Archives Building

The Conference Room was used on February 8 and 20 by the State Department of Public Health for its State Nutrition Committee conferences with the federal rationing authorities, etc.

Respectfully submitted,

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Archivist

**ARCHIVES ACCESSIONS**

**February -- 1943**

**Secretary of State: Index Department**

**Deeds to State Property - 2 cases**

**Documents**

**19**

# ARCHIVES REFERENCE

February - 1943

## Routine Departmental calls

General Assembly	5
Secretary of State	
Corporation Dept.	
Annual Reports	40
Index Cards	12
Index Department	
Deeds to State Property	3
Election Records	16
Enrolled Laws	3
Securities Department	
Closed Cases	5

## Historical and Non-Routine Calls

Genealogical	7
Census	3
F.B.I.	2
Historical	1
Mail Inquiries	
Miscellaneous Departmental	2
Historical	2
Genealogical	2
Archives Technique	3
	<u>101</u>

# ARCHIVES CATALOG

February - 1943

## Catalog Cards

Made by General Catalog Dept. 81

Made by Archives

HRS checklist

16

General Assembly

1859

1

1861 (also 2d session)

374

1863

4

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395

Withdrawals

15

## Index Cards

Federal Census, 1850

Adams Co. (Incomplete)

p.114B

5544

1939 General Assembly Journals

38

1940 General Assembly Journals

13

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5595

# ARCHIVES DEPARTMENTAL VAULT PASSES

February - 1943

Auditor	14
Civil Service Comm.	3
Court of Claims	2
Illinois Commerce Comm.	6
Insurance Department	2
Liquor Control Comm.	2
Registration & Education, Dept. of	36
Secretary of State	
Index Dept.	4
Executive Dept.	8
Securities Dept.	1
Supreme Court	1
Treasurer	15
Vital Statistics, Dept. of	<u>24</u>
	118

FIELD VISITS

February - 1943

Made by C. Kenneth Blood:

Edwardsville

Belleville

Waterloo

Chester

Vienna

Herrin

Decatur

Joliet

Wheaton

Kankakee

Danville

ILLINOIS STATE LIBRARY

ARCHIVES DIVISION

Report for March, 1943.

Accessions. The only accessions for the month were 19 documents relating to title to the Elgin State Hospital, Pontiac Branch of the Illinois State Penitentiary, and the Sheridan Branch of the Illinois State Training School for Boys.

Mr. Casey of the Division of Waterways has called me several times with relation to the transfer of the canal records. He reports that the Remington Rand Corporation has completed its preliminary survey and have drawn up a schedule for the arranging and indexing of these records. His latest decision is to bring the records to Springfield for indexing. He has found a vault (storeroom?) in the Capitol which he can use for temporary storage. He intends to put practically all his office force to work indexing the records so that after they are brought to the Archives we can give service on them at once. He said, "Do not get the idea that we are stalling about transferring the records to the archives. We are just as anxious to get them there as you are. As a matter of fact, we now plan to transfer more than originally schedules. But we think it better to send them to you in good order rather than to put the burden of arranging and indexing such a large mass of material upon your



staff. We have plenty of help over here and might as well do much of that work." He has promised to call me over to discuss the records with him when they arrive, and seems to be sincere.

Mr. J. Nick Perrin, Jr. sent two interesting documents concerning the St. Clair County Historical Association and its care of the Cahokia records. These have been added to the Perrin collection.

The H.R.S. donated its reference library to the State Library, and from this collection we selected about a dozen volumes for the archives reference library.

Departmental Vaults. The Civil Aeronautics Commission moved recently from the Airport to a downtown location. They wanted vault space, but none has been assigned to them. Upon inquiring what records they wished to transfer I was told they were vouchers and schedules, so of course had to tell them no.

The Division of Sanitary Engineering of the Department of Public Health called last week and said that at long last they are now ready to move their records into their Departmental Vault and is the space still available? I replied that Dr. Cross notified us by letter that he has reallocated all vault space assigned to the Department of Public Health to the Division of Vital Statistics. I suggested that they take up the matter with Dr. Cross, but have heard nothing further. We got those map cases

just in time!

The Vital Statistics Division transferred its 1942 correspondence. I am more than dubious about the archival value of this correspondence but did not argue the point because there has been some friction because the clerks assigned to his vault did not want to work over here. This has now pretty well died down, and I did not want to rouse it by arguing. There wasn't enough to fuss about. The State Treasurer was authorized to transfer certain records but has not yet done so.

Archives Building Notes.

Mr. Malloy is having most (or all?) of the Venetian blinds cleaned and the tapes replaced.

The WPA mending project sent the State Library their surplus equipment and supplies. These are at present stored in the supply closet off the former mending room in the Archives basement. Included were several paper trimmers, including a large one which is to be used here.

The State Nutrition Committee of the Public Health Department used the conference room again on Saturday, March 27.

Staff News.

Miss Lucille Koval succeeded Miss Elizabeth Beard as secretary on March 1.

Miss Mary Frances Nuess, stenographer, resigned, effective April 3, having enlisted in the Spars. She is being sent to the officers' training school at Smith College. The State Library staff presented her with a

purse, to be used for concerts, travel or other recreation.

Staff Absences.

March 1 (Monday). Mr. Wetherbee, ill.

March 6 (Saturday). Mr. Blood ill; Mrs. McFadden.

March 8 (Monday) - March 9 (Tuesday morning),

Mr. Blood, ill.

March 18 (Thursday morning), Mrs. Nelson, ill.

March 24 (Wednesday). Miss Nuess. Went to St. Louis to be sworn in as Spar.

March 27 (Saturday). Mrs. McFadden. Did not report to archivist.

Archives Visitors.

Mr. Hartley, County Clerk of Will County who was in the city attending a committee meeting was brought in by Mr. Blood. We took him through the building and he was very much interested.

Mr. Smith, the new Chief Clerk of the Office of the Superintendent of Public Instruction was also taken through the building. He has been unable to find any inventories of the records of that Department or copies of letters authorizing transfers of records. We supplied him with duplicate copies of our correspondence in relation to transfers.

Mrs. E. A. Jenkins of Pekin, an officer of the Illinois Legislative Women Voters' League also was taken through the building. She is very much interested in local

history and inquired about our work with county officials.

Staff Work.

The progress of the census indexing is indicated by the statistics. Miss Nuess started the index to the Peoria County state census for 1855 before we acquired the 1850 census. Since she was about two-thirds through the volume before we began indexing the 1850 census it seemed sensible to complete this index.

The analyticals and other cataloging for the 1871/72 General Assembly are still unfinished, partly because other work has come ahead of this, partly because I am waiting for Mrs. McFadden to unfold and sort the 1871/72 files. She has been working backward on the legislative files, and has recently finished those for 1909.

I have been working myself on the Perrin collection, but have found little time to work on it. One drawer of "Museum" material, a miscellaneous collection of manuscripts, pamphlets, broadsides, etc., formerly belonging to the old St. Clair County Historical Society, has been gone through. Mr. Perrin's index is too sketchy to be of any value. Therefore I have written descriptive notes on the items in this drawer. Later I can go through these notes and rearrange the material systematically.

So far as I have gone in the last drawer of the Archives in the collection it would appear that these had been arranged somewhat more systematically than we had at

first thought likely. Here again, Mr. Perrin's description is entirely inadequate. Just how I shall finally work through these papers is not yet clear to me. At present I am making a rough calendar from Mr. Harry's translation and indexing the names of persons mentioned in our name index style. This method may take too long, but it will have to be done that way eventually so I shall continue this way for the present.

Mrs. Nelson reports that she is filing--revising in the letter O of Corporation reports. Both Mrs. Nelson and Mrs. McFadden are indexing census reports while on reference room duty.

#### Photographic Laboratory.

Mr. Hansen is continuing his experiments in photostat technique. Our Lincoln collection presents almost every problem he is likely to encounter in that it is on all sizes and shapes of paper and all shades of ink. He is doing these items on a uniform size mask, both sides of the paper and attaching Mr. Wetherbee's notes. We are going to ask to have this volume bound so it can be shown when people ask to see what we have of Lincoln interest.

#### Exposures.    Enlargements    Photostats.

Civilian defense.

films for Mr.

Little

42

Key Authorizations

3

V Book Drive for

McCoy (Poster)

46

46

	<u>Exposures</u>	<u>Enlargements</u>	<u>Photostats</u>
Statistics, copy of a document for Miss Bailey			6
Copies of a map for Auditor			6
Miscellaneous copies for Archives use			48
Lincoln items			142
Lincoln items for Dr. Pratt			28
Miscellaneous		2	
	88	48	233

Mr. Blood is compiling an annotated bibliography of the duties and records of the various county officials. At the time I wrote the series of articles on county government I underscored the names of county officers in red in the 1939 Revised Statutes, so we are using that edition rather than the later one for this preliminary work, except where a complete new code was passed in 1941 as in the case of the chapter on Cities and Towns. We are taking down on index slips the following information:

1. Name of office, as, Judge of the County Court
2. To what main function of this office does this apply; e.g., Elections, Taxation, etc.
3. To what does the function apply--if elections, e.g., elections of what officers.
4. What does this officer have to do in the case; e.g., he may receive petitions, hold hearings, set date for election, canvass and file returns, etc.
5. Citation to chapter and section.

After going through the entire volume for all county officers, we shall sort the slips by office, summarize the types of duties and make a cross index. Where an entire chapter relates to an office, as for instance the chapter on recorder of deeds, we shall not attempt to analyze the chapter in detail since this information can readily be found through the volume index. What we are particularly interested in locating are obscure items buried in laws apparently not related to county affairs. Theoretically the index to the Revised Statutes gives this information, practically it does not do so in useable form.

The next step will be to compile for each of the four principal recording officers of the county an historical prospectus of his record making activities, citing inclusive dates, records required to be kept and contents of the records so far as specified in the laws, quoting pertinent words. This should be mimeographed or printed as a bulletin.

The third step in this study will be to consider whether these records are necessary, whether we could recommend that some could be destroyed after a period of years, or whether they might be reduced to microfilm.

The second and third processes should be combined with field visits. Mr. Blood says he is sure most of the county officials have never kept many of the records they are required to keep under these statutes. I think he has been a little inclined to think such records cannot

be worthwhile or they would be kept. It is my opinion that he should continue to discuss their record problems sympathetically with the officials and get their reactions. Of course it will take time for him to acquire the necessary information, but so far as possible the field visitor should be a specialist in county government just as I try to have essential information about state government at my finger-tips through my compilations on the history of state departments.

Mr. Blood is doing a conscientious and apparently thorough job. I look over what he has done every day or so and try to help him. He is finding the work difficult, as I knew he would, because he has had no experience with legal phraseology. Judging from the questions he asks, he is finding out that he does not know quite as much about county government as he may have thought he did. Also, I suspect he is finding it rather more fascinating than he thought possible. So far he has covered the first 24 chapters which is nearly one-fourth of the volume in number of pages, but not in quantity of work. After perhaps another week or two (when he has passed a certain point that takes in most of the duties of the county clerk), I think we had better send him out on a few field visits. He is not used to this concentrated research work and is likely to go stale if kept at it too long for the first stretch. Also I think he will be stimulated by the discovery that he can make use of this new knowledge, in



surprisingly new ways.

Miss Boylan has sent translations of the Registre, through pages 71-80.

Photostatic copies of their first deed books, also the originals, were sent to the Circuit Clerks of Union and Pulaski Counties, on March 2.

#### Reference Work.

Mr. E. H. Miner of the Division of State Parks and Memorials has been checking through the file of deeds to State property to make sure that his office has complete descriptions of such property. They are planning to erect accurate boundary markers. We have made copies of a few deeds of which they do not have a copy.

Dr. Carter, editorial of the territorial records of the U. S. Department of State is endeavoring to locate all territorial correspondence of the Governor of Illinois. He found some in the Edwards collection in the Chicago Historical Society; we have the letter book for 1811-12 which has been printed in Ninian Wirt Edwards' book. Mr. Wetherbee found some in the Historical Library which he remembered seeing when he was on that staff. We suggested that Dr. Carter write Mr. Angle. We sent a photostat of our calendar of territorial letters, and Mr. Wetherbee checked every possible archival source, but found no more.

#### Archives Publicity.

We have had another call from Vermont for helping in

getting their new state archives department. Their bill has been introduced. They asked to borrow our volume of photographs, which they had borrowed once before. I could not let them have that just now, but instead sent a duplicate of our staff manual, adding a few items which I thought might have some propaganda value.

The Michigan Historical Commission has asked to borrow this volume when Vermont returns it. They asked for an appropriation for \$50,000 for purchasing a certain house to be remodeled into an historical museum and \$100,000 for a state archives building. This bill died in committee. Dr. Fuller writes, "This was due to several factors. Most important of these was a desire on the part of committee members to include the Historical Commission in the post-war building program for which eight million dollars was appropriated. That Bill passed. But when the war will end is problematical and anything can happen in the meantime."

Dr. Fuller also enclosed a copy of a bill to amend the Michigan archives act. He did not say whether or not the bill passed. As this is interesting I append a copy in order to read it into our files.

The publishers of the Weston Record, house organ of the Byron-Weston Company, one of the two leading record paper manufacturers, requested permission to reprint our "County Records in War" bulletin, with pictures of the building. Pictures of the exterior, vaults and archivist

were loaned them.

About 100 copies of Illinois Libraries for March, containing the article "Some Problems in the Administration of County Records" were mailed to a list of county officials likely to be interested, furnished by Mr. Blood.

Notes were prepared for a speech about the archives by Mr. Hughes. These could be used for other speeches on the same subject.

Records Destruction.

A special report on our activities in this matter and comments on pending legislation was made a few days ago and the information need not be repeated here.

Respectfully submitted,

\_\_\_\_\_  
Archivist

man:lk  
Enc.

Whiting's  
Mental Union Club

ARCHIVES ACCESSIONS

Documents

Secretary of State

Index Department

Deeds, 3 cases

19

ARCHIVES REFERENCE

March-1943

Routine Departmental Calls:

General Assembly	13
Secretary of State	
Accounting Dept.	
Corporation Dept.	1
Annual Reports	68
Index Cards	18
Executive Dept.	
Executive Register	2
Notary Bonds	2
Trade Marks	21
Index Department	
Corporation Correspondence	2
Deeds to State Property	19
Election Records	20
Enrolled Laws	27
Securities Department	
Closed Cases	1
Insurance Department	
Reports	1

Historical and Other Non-Routine Calls:

Genealogy	5
Historical and miscellaneous	4
Mail Inquiries	
Archival technique	13
Historical	2

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ARCHIVES CATALOG

March 1943

Catalog cards

0

Withdrawals

2

Name Index

Feoria County, 1855 census

6700

Adams Co., 1850 census

-p.165b, vol. 2

4200

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10,900

DEPARTMENTAL VAULT PASSES

March 1943

Architect .....	1
Auditor .....	7
Civil Service .....	4
Commerce Commission .....	3
Insurance .....	7
Public Instruction .....	1
Registration & Education .....	50
Secretary of State--Executive Office .....	28
"      "      "      Index Department .....	7
Supreme Court .....	1
Treasurer .....	21
Vital Statistics .....	27

Mr. Blood  
Field Visits, April 1943

Fulton County	2
Hancock County	1
McDonough County	2
Marshall County	2
Mason County	2
Peoria County	<u>2</u>



ILLINOIS STATE LIBRARY  
ARCHIVES DEPARTMENT

Report for April 1943

Accessions:

Secretary of State

Index Department

Election records. 1942 General and Nov. 3, 1942 special elections: Canvass sheets, abstracts of votes, etc.  
About 200 documents

Election records in relation to soldiers' ballots  
3 double drawers of 3x5 cards (Applications received, ballots mailed, ballots voted); 1 legal size drawer of applications to county clerks for ballots (statements listing names and addresses of soldiers)

Corporation Department

Annual reports of Not for Profit Corporations for 1940,  
About 10,000 documents

State Historical Library

Mr. Angle transferred two documents containing minutes of the Senatorial Investigation of the Torrens Office, 1921. These are carbon copies not the original, but it so happens that these two and one other document were missing from the Archives file. They were probably filed with the Historical Library rather than with the Secretary of State, by error. If I can ever find time to complete the analytical cataloging of General Assembly records we can produce a large list of missing document which we might find somewhere. Mr. Angle is very punctilious about turning over to us anything found in his files which appear to be archival in nature.

As a matter of record, it is proper to mention here that the Assistant State Librarian is negotiating for further transfer of records from St. Clair County. Mr. Walter Flannigen, county recorder, has indicated that he wishes to deposit the originals of certain transcribed deed records and plat books with us. In addition the archivist has reported other records supplemental to those in the Perrin collection which might be considered for transfer.

Departmental Vaults

The State Treasurer's office transferred some Warrant Journals. The Liquor Control Commission transferred some Chicago office files. The Historical Library discussed transferring some of its world war (non archival) files, but decided to have them bound first.

On checking authorizations to go to departmental vaults we found

the names of a number of persons no longer in the State employ against whose names we had no stop order. I also found that certain clerks who had been going to the vaults regularly had never been formally authorized to do so. The Commerce Commission especially would never give us a letter and every time their clerks came over we had to check with the Secretary about admittance. I therefore wrote to every department having a departmental vault requesting that they send us an up-to-date list of persons authorized to be given their vault keys, which would act as a stop order for all previous authorizations. All responded cordially, and to our surprise most of the names on the lists were new. The State Treasurer has authorized his heads of departments to authorize admissions, and is requiring his clerks to get an authorization each time they go to the vaults. This is the second department which has tightened up on regulations for access to their vault, the other being the Department of Registration and Education. Evidently the departments are becoming impressed with the value of records in the Archives Building. Perhaps this shows that we are wise in keeping the word "archives" as that means "permanent" to department heads.

### Personal Notes

Miss Mary Frances Nuess resigned, effective April third, having joined the Spars. She was the first Springfield woman accepted for officers' training. Miss Caroline Ghini, who has been appointed in her place, began work Monday, April 26.

Mr. Toney Enders, watchman ever since the Archives Building opened, died of a heart attack April 25th. Mr. Rudy Franz is taking his place temporarily.

Mr. Hansen was out 111 two half days, the only staff absence during the month.

### Pending Legislation

Upon the recommendation of the archivist the Secretary of State is having a bill drafted to provide a Public Records Commission to recommend the destruction of useless records. A copy of the bill as presented will be read into the next archivist's report.

### Photographic Laboratory

	<u>Exposures</u>	<u>Enlargements</u>	<u>Photostats</u>
Constitution of 1818, p. 1		50	
For Miss Rogers	42	84	
Copies of deeds, State Parks Div.			12
Victory Book Drive		28	
For Miss Rogers: illustrative material for a talk at Jacksonville			16
Charter of MacMurray College for College			12
Fulton Co. Deed Book			400
	42	162	470

Among the interesting work might be mentioned making of copies of posters made at the University of Illinois for the Victory Book Drive; copies of archival records re Jacksonville; organization of county, the permanent seat of justice, creation of the various State institutions at Jacksonville, charters of educational institutions there; hunter's bugle notes from an old rare book (would make an interesting advertising or greeting card).

*extra clerk of Jackson County*  
Mr. Bernard W. Smith and two of his deputies spent a day here to bring in a volume of deed records for copying and to go thru the Archives Building. The extra wear and tear upon his deed record volumes occasioned by the creation of the new army camp at Lewiston has made it necessary to transcribe about ten volumes. He took samples back to show his county board. We are copying one volume of 640 pages for him and he expects to ask us to photostat ten more volumes. I quoted him \$.16 per page. Estimated cost is between 14 and 15 cents per page. We have agreed to photostat for counties at cost of materials.

A new steel table to hold our Dextigraph machine was purchased, and the laboratory otherwise rearranged.

### Staff Work

Catalog slips for most of the 1871/72 General Assembly records have been given to the typist, but will not show up in the statistics for April.

Indexing of the federal census for 1850 has been held up two weeks because cards ordered a month ago have not yet been received. Possibly we should order 25 or 50,000 at a time rather than for only a couple of months at a time. The indexing is going rather faster now, partly because the staff is becoming more accustomed to the use of the reading machine, partly because we are having fewer reference calls.

Mrs. McFadden has, in addition to her other work, finished unfolding and filing the General Assembly records for 1871/72.

Mrs. Nelson has finished filing in the 1940 "for profit" corporation reports, finishing this annual task about two months earlier than usual.

Mr. Wetherbee is rearranging and inventorying the Insurance Department records in the archives vault. This task was started by HRS and only recently I discovered that it was not only not completed but that we have no inventory of our holdings. Mr. Wetherbee has also been checking our inventory against the shelves and several minor gaps have come to light.

I have had very little time this month to work on the Perrin Collection, but can report that I have relisted the "museum material" on pages 66-76 of the Perrin index and have calendared and indexed names for the material on pages 46-47. This includes the earliest records, from 1784-1800 (except the marriage and probate records). These records I have been working on are records

of the "court of the district of Cahokia", and quarter sessions court. Among the interesting types of information are the system of land grants at the close of the French period (free grants), the court organization, the close connection between church and state, the liquor problem (Father De St. Pierre even had trouble with drunks in church), allusions to slavery, punishments meted out for petty crimes and social changes involved in the transition from French to American sovereignty. 82 archival documents have been indexed and calendared, about one per cent of the collection. This is so fascinating that the work will go on as rapidly as possible.

#### Conference Room

The State Nutrition Committee used the Conference Room again on April 12 and April 24.

Respectfully submitted,

Archivist.

Archives Accessions

April 1943

Drawers

Documents

Secretary of State

Corporation Dept.

Annual reports "not for  
profit" 1940

Est. 10,000

Index Dept.

Election records

3 for 3x5 eds.  
2 legal

Est. 200

State Historical Library

General Assembly  
Documents, 1921

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5

2  
10,202

# Archives Reference

April 1943

## Routine Department Calls

General Assembly 10

### Secretary of State

#### Corporation Dept.

Annual reports 77  
Index cards 22

#### Executive Dept.

Land patent 1  
Notary bonds 2  
Trademarks 10

#### Index Dept.

Deeds to state property 30  
Enrolled laws 26  
Election records 12

#### Securities Dept.

Brokers' file 2  
Closed cases 4

## Historical and other non-routine calls

Genealogy 2

### Mail Inquiries

Archival Technique 6  
Genealogy 4  
Historical 6

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# Archives Catalog

April 1943

## Catalog Cards

Made by Archives Dept.

HRS checklist	11
1939 General Assembly	50

Made by General Catalog Dept.  
and filed in Archives  
Catalog

22

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61

## Index Cards

U. S. Census for 1850: Adams  
Co. - p. 197 B

2688

# DEPARTMENTAL VAULT PASSES

April 1943

Auditor of Public Accounts	9
State Treasurer	14
Superintendent of Public Instruction	2
Dept. of Registration & Education	39
Division of Vital Statistics	27
Department of Insurance	3
Illinois Commerce Commission	8
Civil Service Commission	3
Liquor Revenue Division	1
Liquor Control Commission	1
Architecture and Engineering Division	1

## Secretary of State

Executive Dept.	32
Index Dept.	4
Securities Dept.	2
Shipping Dept.	2

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## ILLINOIS STATE LIBRARY

### ARCHIVES DEPARTMENT

Report for May 1943

Accessions. We received no new documents but in checking our inventory I found that the records of the Insurance Department had never been inventoried or accessioned. These were the records which we had received on deposit before we moved to the Archives Building. At that time the semi-current records were returned to the custody of the Insurance Department. The IRS were arranging and inventorying these records for us but never finished the job because of personnel problems involved. I knew they had not completed the indexing of the annual reports but supposed, until I had occasion to check, that the basic inventory had been made. Mr. Wetherbee finished arranging the various series early this month. Some time when we can get equipment again we should purchase out-size drawers, tear the 1930 volumes of annual statements to pieces and file all reports of each company together just as we do with corporation reports.

It is the custom in the Insurance Department to bind together in half inch thick tall volumes the reports for each year for the various types of companies--life, fire, casualty, Lloyds, etc. This classification changes as the law changes or as the companies overlap into different fields. The contents of volumes are not even arranged alphabetically. The result is that it is almost impossible to find anything. We found very much the same chaos in the records of the Corporation Department and could organize these the same way. Because of the size of the Insurance Reports it would not be practical to try to file them in legal size drawers.

### Departmental Vaults.

The Chicago office of the Liquor Control Commission sent a package of records omitted from their former shipment.

The Treasurer's office sent over about 12 drawers of authorized records, bringing their holdings in thru 1942.

The Auditor of Public Accounts asked legislative permission to destroy all vouchers and correspondence more than 20 years old, stating in the bill that this is necessary because there is no further storage space available. We are on record over Mr. Hughes' signature as having offered to take early vouchers for the archives proper. Also the Auditor has never formally asked for additional vault space. About a year ago Mr. Hardie, the chief clerk, asked the archivist informally if additional vault space was obtainable, and she referred him to the Secretary of State who assigns vault

space. No such application was made. This bill has been amended at our suggestion. See below, under Legislation.

#### Staff Work.

Federal Census, 1850. Adams County. Indexed to vol. 2 page 232 B. Approximately 2940 index cards have been made this month. The reading machine was used for other work and indexing progressed only for half a day instead of all day during the week of Mrs. McFadden's vacation.

#### Perrin Collection.

Records in the Perrin Index pages 45-49 #83 have been calendered and all names indexed. Most of the month of May was dark and rainy and I was obliged to do other work involving less eye strain.

#### Cataloging.

Slips for catalog analyticals for the 1863 and 1865 General Assemblies are being typed. Cards for the 1939 and 1940 sessions have been typed, proof read and filed.

Mrs. Nelson has been unfolding, repairing and refiling the Statements of Incorporation. She has completed the work for the years 1872-79. These are the records of proposed corporations which did not complete the process of incorporation. She has also been filing in the name index.

Both Miss Koval and Miss Ghini wish to keep up their stenography, so I have divided the work to have Miss Koval take my dictation and Miss Ghini Mr. Blood's reports. Miss Ghini is typing the HRS manuscript transcripts of County Commissioners' records. Bond County 1817-39 is finished, and the first package of Boone County nearly done. Miss Koval is recopying the House and Senate Journal indexes, but has little time for that, so I do not attempt to report it as new work.

Mr. Wetherbee is unfolding and refiling the so-called Miscellaneous reports file. Many of these should be re-worked into the General Assembly files, and the printed reports given to Miss Bailey. We are turning over to Miss Bailey all printed Illinois documents except those which for special reasons need to be kept as archives, either because they bear a file mark or are used to save wear and tear on originals.

Mrs. McFadden was away one week on vacation. She is still working on legislative records. She was absent on the day this report was written so I do not have a report on her work.

### Photographic Laboratory.

	<u>Photostats</u>	<u>Exposures</u>	<u>Enlargements</u>
Pulton County deed record	652	652	
Lincoln Collection	110		
Articles from Special Libraries, etc. for archives		42	48
Copy of a federal regulation reissuance of certified copies of naturalization papers, for Blood	10		
V Book drive, for McCoy			28
McDonough Co. plat book	38		
	810	694	76

Mr. Hansen also took about half of Mrs. McFadden's reference room duty during her vacation.

### Legislation.

The Archivist spent considerable time and thought on archival legislation. None was planned for this session, unless one counts the bills to authorize the destruction of specific county records, sponsored by the county officials' associations on the basis of data collected by Mr. Blood. However, several bills authorizing the destruction of records were introduced. These bills were not only carelessly worded but were ill considered, and it became necessary to seek amendments to the same. It was decided that the time has now come to set up the long considered State Records Commission to appraise records proposed for destruction, and HB 649 was introduced to take care of that. The other bills in which we are interested particularly are SB 250, SB 256, SB 442, SB 448, HB 713, HB 714 and the county Bill HB 379. These bills have been discussed in detail in a series of memoranda to the Assistant Librarian so I will not repeat that information here. If, as seems likely, some of these bills fail to pass at this session, it will merely give us more time to draft our own bills on the same subject later.

### County Work.

At the request of the presidents of the County Clerks' Association and the Circuit and County Recorder's Associations,

respectively, Mr. Blood has been collecting opinions of the various county officials as to what they think can and should be done in the matter of getting legislative authority to destroy useless records. In the long run, there were only two categories of records upon which all agreed: The county clerks agreed that assessment records need not be kept after 10 years, and have introduced HB 379 accordingly. The county recorders think that old chattel mortgage records could be destroyed after a certain period. Mr. Bobbitt, president of that association was in one day last week and said a bill is to be introduced on that subject.

I think the most tangible result of these discussions is not the specific legislation which is resulting, but rather that county officials are less sure than they were a few months ago that "All that junk ought to be cleaned out". Mr. Blood in each case asked the officials to give specific reasons for and against destruction of each category of records suggested, and particularly asked who used the records and for what purpose. We also have considerable data useful in case it is decided to microfilm and destroy originals.

Cook County has been using microphotography in several of its offices and wishes to use it very much more extensively. Therefore those officials sponsored SB 250 which would have permitted any county official to destroy any county record more than three years old after microfilming. He requested and obtained amendments which would require the microfilming process to comply with the minimum standards set by the National Bureau of Standards; also forbidding destruction of originals prior to 1970, offering to provide microfilms for county use if such originals are deposited in the State Library. Senator Daley, who introduced the bill, also amended it to limit destruction to records 10 years old and to require the consent of the county board. Mr. Blood thinks this last qualification unconstitutional because the county board has no jurisdiction over the records of any other court office but that of the county clerk. I do not think this position well taken because the constitution does not mention the records of the various courts, merely states the type of jurisdiction the courts shall exercise. The General Assembly by laws describes procedures and prescribes the forms, and in this case states that for purposes of record destruction the county court shall advertise the proposed destruction and give its approval.

If SB 250 passes, as now seems likely, we should direct our extension work for the next biennium towards making recommendations as to what records are suitable for microfilming and which not. Mr. Blood thinks he ought to know more about technical processes, but I think it unlikely that counties will set up their own microphotographic laboratories.

The sudden and apparently unsponsored introduction of similarly worded and carelessly drawn bills to permit both county and state officials to microfilm and destroy records indiscriminately, would point to a camera company looking for postwar business. What I suspect will happen will be that these microfilm companies will go out and sell county officials, not on the basis of time record-preserving principles, but on the basis of the records which would result in volume of business. Mr. Blood seems to be winning the confidence of county officials--Mr. Bobbitt, president of the Circuit and Records' Association, for instance, spoke very appreciatively of his work. Therefore, Mr. Blood should spend most of his time in the field. We need to do research on county records--more than Mr. Blood will have time or training to do. It may be necessary for me to postpone my plans for rounding out certain state work and devote some time and thought to the problem. I wish we could get together with the microfilm salesmen. Certainly we should work out a schedule of recommendations as to what county records are and what are not suitable for microfilming. I thought of writing to the National Archives for suggestions, but federal records are so different from county records that we would not get much help.

#### Visitors.

Mr. Nickell, Superintendent of Public Instruction came over with one of the boys from the architect's office, looking at our color scheme. He liked our secretary's office. I took him over to your office and tried to sell him on your outer office colors.

About 20 girls from the Auburn Consolidated High School Library Club visited all departments of the State Library, including the archives, on May 13th.

Mr. Bobbitt, circuit clerk of McDonough County and president of the County Circuit Clerks' and Records' Association spent all day at the archives, May 26. We copied a plat book for him. He has invited the archivist to speak on his program at the next meeting of the Association (May, 1944, at Springfield).

#### Staff Absences.

Miss Koval.	Saturday May 1
	Monday May 3
Mrs. Nelson.	Monday May 17
	Tuesday May 18. Morning.
Mrs. McFadden.	Wednesday May 26
	Saturday May 29
	Vacation, May 17-22

Publications. Weston's Record, the trade journal of the Byron Weston Paper Company, published our bulletin on county archives in its last issue, with illustrations.

Archives Building.

The building was closed Saturday, May 15, because the utility company had to work on the transformer. The archivist was on duty but had no calls.

Respectfully submitted,

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Archivist

mon:lk

ARCHIVES REFERENCE

May 1943

Routine Departmental Calls

General Assembly 8

Secretary of State

Corporation Dept.

Annual reports 64

Index cards 11

Executive Dept.

Criminal records: Commutations 3

Records of State & County

Officers: Notary Public 4

Trade Marks 6

Index Department

Correspondence 2

Deeds to state property 3

Election records 8

Enrolled laws 10

Securities Department

Closed Cases 2

Historical and Other Non-routine Calls

Genealogy 0

Mail Inquiries

Genealogy 2

Historical 2

County officials 5

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120

ARCHIVES CATALOG

May 1943

Catalog Cards

Made by Archives Dept.

WRS Checklist	3
Blue Book analyticals	199
General Assembly	
1939	<u>434</u>
	636

Index Cards

U.S. Census for 1860:

Adams Co. - p.232b 2940



VAULT ADMISSIONS

May 1943

Architecture & Engineering.....	1
Auditor of Public Accounts.....	6
Civil Service Commission.....	4
Illinois Commerce Commission.....	1
Dept. of Insurance.....	9
Dept. of Registration & Education.....	50
Secretary of State	
Executive Department.....	15
Index Department.....	3
Securities Department.....	3
Shipping Department.....	1
State Treasurer.....	13
Vital Statistics.....	24
	<hr/>
	130

Mr. Blood.  
Field Visits, April 30 - May 19, 1943.

Boone Co.	2
Kane Co.	4
Lake Co.	4
LaSalle Co.	3
Livingston Co.	2
Massac Co.	2
Perry Co.	2
Pope Co.	2
Saline Co.	1
Will Co.	2
Winnebago Co.	4

28

Attended annual meeting of State County Officials'  
Association in Chicago, May 5-7, 1943.

ILLINOIS STATE LIBRARY

ARCHIVES DEPARTMENT

Report for June 1943

Accessions.

The ILLINOIS STATE COUNCIL OF DEFENSE has made its first deposit of records, only a comparatively few documents, but these of importance. Dr. Stanley Erikson, the historian, has had several interviews with the archivist, both before and after taking office, and is collecting archival material systematically. He saw the necessity for keeping a complete record, among other things, of procedures. This deposit, therefore, contains the following items:

2 reports entitled, "A Report of the Activities of the State Council of Defense"; and "A Survey of Activities of Local Councils of Defense".

Monthly reports of the Division of War Records and Research  
Monthly reports of the Coordination of Independent Groups Committee.

Letter and questionnaire to local Councils regarding the preservation of records.

Abstract of a meeting of the Division of War Records and Research held on November 12, 1942.

Abstract of a meeting of the Coordination of Independent Groups Committee held on January 15, 1943.

Letters to public libraries and historical societies to enlist their cooperation in the preservation of community war records.

Letter to major State offices requesting their cooperation in the preservation of records of their specific war activities.

Letter to colleges and universities requesting information as to ways in which they are contributing to the war effort.

Copy of letter from Mr. Cappan of the Committee on Conservation of Cultural Resources, together with a memorandum in response to his letter.

Dr. Erikson comments that these documents, "I believe will summarize fully the activities of this division. Dr. Erikson has also promised a feature article on collecting materials on the war for the October issue of Illinois Libraries."

The COURT OF CLAIMS transferred seven file drawers from its departmental vault to the Archives--the first of such transfers from a departmental vault. These records relate to Closed cases for the Court of Claims covering the years 1935-37; also one drawer of opinions and other miscellany to 1940.

The DEPARTMENT OF PUBLIC HEALTH deposited a copy of the recent study "Public Health in Illinois", by Dr. Carl E. Buck of the American Public Health Association. This is to be the official archival copy. Other copies were given to the State Library Documents Collection.

The SECRETARY OF STATE deposited the title records to the additional land recently purchased for Anna State Library ~~the State~~.

The ACCOUNTING DEPARTMENT OF THE SECRETARY OF STATE deposited 47 volumes of Miscellaneous and Automobile Fee books covering the period thru December 1942, also a Journal Ledger July 1, 1940-Sept. 30, 1942.

About 400 index cards were received from the CORPORATION DEPARTMENT.

Several transfers are in prospect:

The Illinois and Michigan Canal records belonging to the Division of Waterways have been removed from the Lockport office. They are now in the old Illinois Bankers' Life Building at the corner of Monroe and First Streets. These and other waterway records are being refiled and indexed by Waterway Department clerks preparatory to being deposited in the State Archives.

The State Treasurer is reinventorying his records and will probably transfer additional volumes of early records to the Archives.

We expect to get quantities of the early vouchers from the Auditor's office as a result of recent legislation described below.

#### Departmental Vaults.

The State Treasurer brings over about a dozen volumes of warrant journals each month. Other recent transfers have been:

- Inheritance tax refunds #1039-1300. 1941
- Old Age Forgeries. 1938-42
- Unemployment Compensation Forgeries. 1938-42.
- General Correspondence. 1941-42.
- Deposit Letters and bank correspondence. 1940
- Remittance Letters - June 1943.
- War Savings Bonds - relating to purchases from State funds and for State institutions, etc.; also record of bonds purchased thru payroll allotments
- Requisitions. 1942. 15 vol., #1-1199
- Refund letters. 1942.

The Secretary to the State Library Administrative Office transferred several drawers.

The Auditor of Public Accounts transferred miscellaneous records authorized for transfer on April 7, 1943. Among these records were approximately thirty volumes relating to the

building of the present State House and records of early Illinois banks.

The records of the Infantile Paralysis Drive were transferred from the basement Mending Room to the Secretary of State's private departmental vault.

The Civil Service Department brought over certification records, original records of examinations and certifications--about a small truck load of records previously authorized for transfer.

The Corporation Department put a force of girls in the corridor of the 12th level to make a detailed search for certain letters needed for certain legal work for Mr. Hughes. They were there for about a week.

#### Building Notes.

The Securities Department has been assigned space in the Mending Room for some special work involving their departmental files. Miss Seyfert will be in this office.

Miss Murphy used the Conference Room on June 4 for a conference of high school librarians.

#### Archives Legislation.

A Number of bills permitting the destruction of bills were introduced. The following, sponsored by individual departments we permitted to pass without interference from us:

HB469. Permits the clerk of the Chicago Municipal Court to destroy or otherwise dispose of records and files other than bonds filed and dockets which have been obsolete for at least ten years pertaining to actions and proceedings in forcible entry and detainer, attachment, garnishment and replevin. Referendum within 90 days after July 1, 1943. This was a poor bill in that referends on disposal on records is foolish since voters do not know enough about records to decide whether or not the records are valuable; also the wording of the referendum does not explain what the bill is about--asks merely if one is for or against an amendment to the Municipal Court Act. We did not catch this bill in time to do anything about it and did not find out who or what is behind it.

HB714. Amends the 1941 act which permits the State Treasurer to burn cancelled bonds, notes or other evidences of State indebtedness and interest coupons. This act is an amendment to permit him to sell them as waste paper. I was told today that actually no such records have as yet been destroyed. I have asked permission to take samples for historical purposes.

HB752. This act is an amendment to section 404 of the Illinois Insurance Code. It provides that five years after the conclusion of transactions to which they relate, the Director of Insurance is authorized to destroy or otherwise to dispose of all clippings, complaints, claim files, working papers of examinations of companies, examination reports of companies made by the insurance advisory officials of states other than Illinois and other files void or obsolete. It also authorizes the destruction of similar records and documents ten years after the conclusion of transactions to which they relate concerning foreign and alien insurance companies.

SB442 and 448, companion bills to the bill creating the new Revenue Department. These bills transfer powers in relation to the destruction of records as passed in 1941, in relation to records of the present Department of Finance.

SB256 authorizes the Auditor of Public Accounts to destroy all vouchers and correspondence dated at least twenty years prior to the date of such destruction. We had already offered to accept such records as archival documents, because we have frequent requests from historians and architects restoring old state buildings, for information obtainable only from these records which give detailed lists of articles purchased. The Auditor's office seems to prefer destruction to transfer. However, we did get consent of the office to an amendment permitting the Archives Department of the State Library to select out first all records of historical value. We had decided to ask for all records prior to 1870, but I have on my desk at present an inquiry from an historian who wants to know the name of the company which furnished the ornamental iron work for the stairs in the Mt. Vernon Supreme Court (now Appellate Court) Building, as remodelled in 1876. Perhaps we should take all up to 1900, if we can get them.

HB379 authorizes the destruction of assessment records in county of under 500,000 population, after 10 years. This bill is the first tangible fruit of Mr. Blood's work with the counties. He has been gathering data on records which could be destroyed. Assessment records are notoriously distorted as to actual holdings of the persons assessed, and therefore have no historical value. Also they duplicate the collectors' books to a large extent. Mr. Blood's compilation of the statements made to him by the county clerks was sent to the president and chairman of the legislative committee of the County Clerks' Association, with the suggestion that there could be no objection from an archival point of view to such destruction. The Association drafted, endorsed the bill, and had it introduced. We watched the bill but did nothing towards its passage until the last few days when it was in danger of

being lost in the last minute rush. Mr. Blood talked with legislative sponsors of the bill and kept after them to insist upon its advancement.

SB250 permits the use of microphotography for the reduction of county records. The bill was sponsored by the Cook County officials and endorsed by the County Officials Association. As introduced it permitted any elective or appointive officer of any county or clerk of any court to photograph or microfilm any and all public records on file three years and to destroy the originals. We secured amendments to provide standards for the film (those of the U. S. Bureau of Standards), and to provide that no records created prior to 1870 may be destroyed. The Illinois State Library is to provide microfilm copies for county use of county records prior to 1870 transferred to it. Senator Daley who introduced the bill also offered two amendments--one to change the period original records must be kept from three to ten years, and providing county court procedure for public notice of proposed destruction and for proper record of such destruction. The Cook County people probably won't like the ten year wait because they wish to use microphotography for current records. Senator Daley felt originals should be kept until after the expiration of the statute of limitations. We must watch out for future attempts to amend the act.

HB713 was a bill giving similar authority to State officials to microfilm and destroy originals, but this bill gave no time limit. I learned after the bill was passed that it was sponsored by the State Treasurer who is already keeping part of his warrant records on film. We amended the bill to make it a companion bill to HB649 which creates the State Records Commission. As amended originals may be destroyed only after the State Records Commission has recommended and secured legislative authority for the destruction. Miss MacNamara of the State Treasurer's Office who services the departmental vault of that office came over July 1st to discuss this and other matters with me. It was she who told me that this was their bill. I told her we would have consulted Mr. Stratton before amending it had we known that. She replied that he had watched the bill carefully all the way through and we would certainly have heard from him if he had disapproved the amendments. They will review their present holdings in their vault and probably desire to microfilm some of the records already there. I advised her to make a detailed inventory and told her that Mr. Willard discussed with me only last week the possibility of transferring all their records up to a given date, not yet decided upon, to the archives. She said Mr. Stratton, Mr. Willard and Mr. Donne would probably come over to survey possibilities in a short time.

HB649 is a bill to create a State Records Commission created to systematize the destruction of records. The act is copied from the federal disposal of records act. Our bill provides for a Commission comprising a permanent personnel of the archivist as president, the state historian as secretary, and the state librarian as the neutral member of the commission; and two representatives from each department proposing to destroy records, the elective state official or director and the division chief involved. This commission, after considering all aspects of the present and probable future uses of the records, makes recommendations for authorization by the General Assembly to destroy records. Once a category has been authorized for destruction the Records Commission may authorize destruction of future additions to that file without further legislative authority.

### Staff Work.

I had set as my goal the completion of the analytical cataloging of the General Assembly records before leaving on my vacation in October. However, watching the progress of legislation took considerable time and I am now one week behind schedule. Our new legislation will probably bring additional work which may throw me completely off, but I shall do my best. I am now working on the year 1877. The legislative records from 1901 except for the year 1937 and some minor rechecking have been finished for some time. At present I am trying to do only the printed records, including lists of records which should be found in the archives. This is the slow part of the work, and the information not to be obtained through the inadequate volume indexes to the Journals. Later I will coordinate these slips with the manuscript archives files. I am also indexing all references to the State House, and indexed all orders to print documents to 1870. This last will be useful when and if the library ever gets around to compiling a complete list of all Illinois imprints. I have notes on many documents of which neither the Historical nor the State Library has a copy. A rough listing of these is included in the want list in the June issue of Illinois Libraries.

The indexing of the 1850 federal census for Adams County has advanced to page 300A. While this indexing seems exceedingly slow in that we have not yet finished the first county, we are nearly to the end of the second of twenty-four rolls of film, which indicates that we shall eventually finish it. While this is a slow tedious task, it ultimately saves time, because it takes a very long time to locate an unindexed name on these rolls. Surprisingly, I have received no complaints of eye strain from the use of the reading machine! This indexing is ideal desk work. It is clean, can be dropped and picked up again after interruptions and arouses keen interest on the part of visitors.



Mr. Wetherbee was away on vacation half the month of June, so has less to report than usual. He is continuing the work of unfolding and checking miscellaneous reports.

Mrs. Nelson has unfolded and refilled the "articles of incorporation from 1879 to 1891. She has also filed in about 400 index cards received from the Corporation Department, also has been filing name index cards.

Mrs. McFadden has finished unfolding and refiling the 1907 General Assembly records.

A part of Mr. Blood's report is appended. I have requested him to add a supplement summarizing what he considers he has accomplished to date, and outlining plans for the next year, especially as affected by recent legislation. My own feeling is that our chief task in county work is now to advise with officials as to what records are and what are not suitable for keeping on microfilm, and that this must be based partly upon discussions with county officials to get their ideas and upon legal research of which Mr. Blood's present analysis of the Revised Statutes is the basic, but perhaps only first step. I should like to get the Illinois Bar Association interested also, and perhaps to do some historical research into problems which may arise.

In connection with legislation, it should be reported that data collected by Mr. Blood indicates that the county recorders also wished a record destruction law--authorization to destroy chattel mortgages records after the expiration of the statute of limitations. The data he collected was sent to the officials of the Circuit Clerk and Recorders' Association, but they introduced no bill. The former president of the Association was either indifferent or not aggressive. The new president, Mr. Bobbitt, visited me and told me he wanted such a bill and had arranged to have a bill introduced. However, he did not take office until the middle of May and the bill did not get drafted in time to have a chance of passing. At least, that must be the reason it was not introduced.

### Photographic Laboratory.

	Photostats	Exposures	Enlargements
Article on microphoto-			
graphy for archives		38	76
"Samples"(?) for Archives	4		
Copy of a deed for Div.			
of State Parks	2		
Article on school libraries			
for Miss Murphy	8		
Enrolled Laws			
1845-47. Box 88-92;			
#3931-4180		742	
	14	780	76

The Lincoln documents have been photostated for reference use, and I recommend that they be bound.

#### Reference Work.

I have carried on a lively correspondence with Dr. Fuller, director of the Michigan Historical Commission with respect to the new Michigan archives department and plans for a postwar building. Our duplicate copy of our staff manual has been shuttling back and forth between Michigan and Vermont for several months. Both states have used it in planning new departments. Mr. Roger Thomas, for the past year assistant archivist of Maryland, is to be the new archivist of Michigan, subject to the civil service examination.

Miss Bertha Josephson, the new archivist of Ohio and an old friend, has also written asking advice.

A Ph.D. candidate from the Catholic University at Washington, D.C. was here one day, working on a history of the Illinois and Michigan canal. He wanted to know whether we have received the canal records yet as they told him at Lockport the records were being transferred soon. I told him about Dr. Ochs' recent thesis on the same subject at the University of Illinois. I wish the university professors would ask for suggestions for theses rather than continue to assign the same subjects year after year. At least a dozen theses have been written on the Illinois and Michigan canal, none of which get published. I have several times asked for copies but apparently just the one copy is made, filed and forgotten.

Mr. Willard of the State Treasurer's Office is planning to write a history of that office. I loaned him a carbon copy of my notes on that office which he thought would be helpful, and promised to aid him further.

#### Staff Notes.

Miss Ghini was called to Chicago by her father's serious illness and operation. She was absent June 14 to 22.

Miss Koval was absent on account of illness June 18. Mr. Blood the afternoon of June 24, all day the 25th and Saturday morning the 26th.

Respectfully submitted,

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Archivist

ment:lk

# ARCHIVES REFERENCE

June, 1943

## Routine Departmental Calls:

General Assembly	28
Secretary of State	
Corporation Department	
Annual Reports	165
Index Cards	18
Executive Department	
Certificates of Qualification	2
Records of State and County	
Officers:	
Justice of the Peace	1
Notary Public	2
Trade Marks	3
Index Department	
Deeds to State Property	1
Election Records	5
Enrolled Laws	12
Securities Department	
Broker's File	3
Closed Cases	2

## Historical and Other Non-Routine Calls

Genealogy	4
Historical	4
Mail Inquiries	
Archival Technique	9
Genealogy	
County Officials	21
	<hr/>
	280

# ARCHIVES CATALOG

June 1943

## Catalog Cards

Made by General Catalog Dept.	170
Made by Archives Dept.	
ERS Checklist	3
General Assembly	
1869	1
1871/72	<u>550</u>
	554

## Index Cards

House and Senate Journal, 1871/72	19
U. S. Census for 1850:	
Adams Co. p. 300A	<u>5670</u>
	5689

Accessions	No.	Source	Document
Ill. State Council of Defense			20 (?)
Court of Claims			
Closed Cases, 1835-37		8	
Dep. Public Health	1		
Secretary of State Index			10 (?)
Side index			
Secretary of State			400 (for)
Accession list	48		420
Copy kept	<u>49</u>		
Index cards		8	

VAULT ADMISSIONS FOR JUNE, 1943

Division of Architecture & Engineering .....	1
Auditor of Public Accounts.....	8
Civil Service Commission .....	10
Department of Insurance .....	12
Liquor Control Commission .....	1
Department of Registration & Education .....	45
Division of Rehabilitation .....	1
Clerk of Court of Claims .....	4
Secretary of State:	
Executive Office .....	35
Index Department .....	25
Securities Department .....	2
Supreme Court .....	2
State Treasurer's Office .....	14
Division of Vital Statistics .....	28

ILLINOIS STATE LIBRARY  
ARCHIVES DEPARTMENT  
Report for July, 1943

Accessions

The most important accession of the year, and one of the most important for many years is the transfer by the Department of Public Works and Buildings of the old records from the Illinois and Michigan Canal Office at Lockport, also of some records from the Springfield office of the Division of Waterways. The collection comprises 1271 volumes and 8 legal size drawers. The Department employed a filing expert from the Remington Rand Company to prepare the records for transfer. Miss Osgood classified the records as well as she could in the short space of time allotted to her. She did a very fine job, though we shall reorganize certain sections of the files to give a more correct and clearer picture of the actual organization of the department. Every volume and group of unbound documents was listed in a detailed inventory and every group of volumes and documents tied together with a list of contents on top. The records were moved by truck twice and were somewhat disarranged as to order of bundles when received, but owing to the careful preparation and this inventory, the checking in was relatively simple. The archivist, assisted by Mr. Wetherbee, personally checked in the records. For the time being they are arranged on the shelves in the exact order of the inventory. Corrections, chiefly amplifications, were made in the inventory. Instead of the usual receipt, a second copy of the inventory, supplied by the Department, was signed on each page, corrections indicated and a covering letter sent. The Department prepared an elaborate feature article for the newspapers, but only a couple of paragraphs were printed anywhere. I have suggested that Mr. Aiken of the Division of Waterways, who spent considerable time in preparing the article, should submit it for publication in Illinois Libraries. He has agreed to do so, saying graciously that we are at liberty to make any changes we may see fit. Also he is collecting pictures and other illustrative material for the exhibit we are preparing. Among other articles he has secured the loan of a scale model of the "City of Peking", the first boat to use the canal.

Included in these records are the following: "Accounting records" in relation to construction of the canal, sales and leases of canal lands, canal indebtedness, and receipts and expenditures in operation of the canal; Registers of boats; records of boat clearances (articles transported); records of number and names of boats passing certain places and through the locks; Illinois river soundings; flat books and surveys. I do not think it will be necessary to index any of these records except the land records. There is a

usable tract index to those records, but it is desirable to add this tract index to our own ~~transfer~~ index, also to add the names to the name index. The Post and Paul map of 1824, long lost, has come to light since the records were transferred and will be deposited this week.

For the historian the most valuable new data, so far entirely unused, concerns the history of the operation of the canal. Here is a complete record of every boat which plied the canal from 1848 to 1932, of the size and ownership of the boat, the amount and kind of cargoes carried, the distances shipped, cost, data, etc., etc. A valuable contribution to the history of Illinois agriculture and manufacturing in northern Illinois awaits an imaginative student.

The Waterway Division contributed the minute books of the Rivers and Lakes Commission from 1911 to 1917 and of its successor the Illinois Waterway Commission, its vouchers ledgers 1913-17, its file of settled damage claims, and survey records from 1883 to 1928. These survey records relate chiefly to flood conditions and improvement of navigation. Included is the 1911 Chipperfield report in 53 volumes and 2 folders, which was a general survey of the controversial submerged and shore lands problem of Chicago's lakefront, surveys of meander lines, and other data establishing facts as to public and private ownership of lands adjacent to streams, navigability and flood conditions of streams, pollution of waters, etc.

Other accessions during July included:

Deed records re new acquisitions for land for Pere Marquette Park and Southern Illinois State Normal University.

Illinois Legislative Council; Publications, correspondence and research data concerning circuit court redistricting in Illinois, property tax data, statutory regulation of investment counsellors, administration of relief in Illinois, state aid for drivers training courses, definite sentence laws, parole organizations and reparole, overhead organization of state conservation activities, and payments in lieu of taxes under housing and federal land purchase program. Dr. Isahoff and I do not consider these deposits as records in the strict sense of the word, and the deposits are made subject to our disposal as we see fit. Because these documents are, however, important in the history of state administration, we should preserve them.

General Assembly. All House records have been deposited. Nothing as yet has been received from the Secretary of the Senate.

### Staff Organization

Changes in staff personnel require a certain reorganization of staff work assignments. Mr. Ieko Iben and Mr. Joe Ciaccio have already been added to the staff, beginning on July 20 and 19 respectively. Other changes are contemplated. Miss Caroline Ghani, stenographer, resigned, effective August 1st. I will therefore detail the plans here instead of waiting until the August changes have been made.

**Reference Work.** Mr. Wetherbee will continue in charge of the reference work including scheduling of hours at the desk. For the present he will take Mrs. Nelson's shift at the reference desk. I have changed Mr. Ciaccio's hours to correspond to Mr. Wetherbee's because Mrs. Nelson's departure leaves Mr. Wetherbee alone on his shift. Mr. Ciaccio will act as relief to the person at the desk, for instance, when records have to be brought from remote sections of the vault.

As there are growing demands on the photographic laboratory, it seems desirable to relieve Mr. Hansen from his 11:30 to 1:00 shift at the reference desk. Since transfer of records and Victory Book Drive shipments frequently come in the early afternoon, it is not desirable to schedule Mr. Ciaccio regularly at the desk.

You have indicated that you prefer that Miss Scheffler should devote full time to her catalog duties, but since she will have to be in the reference room part of the time for filing in the catalog and for reorganizing the name index, I would like to schedule her for the reference room from 11:30 to 1:00. She is accustomed to the one o'clock lunch hour and the reference work is negligible during that period. Mrs. McFadden and Mr. Wetherbee are willing to stay until one, but 8:30 to 1:00 is a long shift, and that leaves only a hour and a half duty in the afternoon which hardly gets one settled or gives sufficient time for other work they have to do in the vaults or at their own desk.

The indexing of the 1850 federal census as a reference desk project will be continued.

Mr. Iben is taking over some of the research work. At present he is calendaring and indexing the Perrin collection. Later I shall have him check the bibliographical citations in the history of state departments. This history I hope to bring down to date and put in shape for final publication. Work on that will begin as soon as the new session laws are out.



Mr. Giacocio will in general take Mr. Mac Donald's place. That is, he will do everything except the mending. He has been put in charge of the receiving room, will help Mr. Wetherbee check in books, and as soon as cool weather starts, will make a systematic check of the shelf list of archival holdings, supervising cleaning of certain volumes which are not kept on individual shelves, and therefore likely to become disarranged if cleaned by janitors without supervisions. This will quickly familiarize him with the locations of our holdings and add to his value to us. For Mr. Giacocio's other work I am having him index and type the transcripts of county commissioner's records made by the Historical Records Survey. A little later I shall probably take him off that work to index the canal land records. Mr. Scott while he was here made index slips for the first three volumes of State Treasurer's records. This has never been proof read against the original and the slips combined and typed. This work I also plan to have Mr. Giacocio complete.

Mrs. McFadden will continue the same work she has been doing for some time--namely, getting the General Assembly records into physical condition for final cataloging. Mrs. Nelson's filing of corporation records is up to date and plans for continuing that work are incomplete.

Mr. Blood's field work is reported on elsewhere. Mr. Hansen's work will be commented upon under the heading Photographic Laboratory.

Miss Emma Scheffler is being transferred from the State Library Catalog Department to taking over the archives cataloging under my immediate supervision. This will involve four projects:

1. To complete the analytical cataloging of the General Assembly records.
2. To complete the cataloging of the archival series.
3. To change the filing of the name index from the Soundex to a straight alphabetical list with cross references.
4. To catalog our film library.

Photographic Laboratory

Statistics for July:

Photostats

Microfilm

Exposures    Enlargements

Randolph County HRS			
Inventory	48		
Corporation Dept. Recording	6		
(1 document)			
Legislative Bills for Archives			
Reference Question			
on history of pharmacy			
3 bills	8		
Canal record for Div. of			
Waterways	2		
Whiteside County Recorder			
Plat Books 4 v		369	
Carroll County Clerk			
Marriage record, vol. A-C	176	176	
Enrolled Laws 1847 Boxes			
95-97		420	
Perrin Collection: Register for			
Ill. Bar. Assoc.		72	
	<hr/>	<hr/>	<hr/>
	240	1037	0

County officials are very much interested in microphotography as a means of insurance. So far there seems to be little interest in the use of microphotography as a means of reducing the bulk of their records. The county clerk of Carroll County sent in his first marriage record volume to be photostated. A microfilm copy was made for our files.

Mr. Lee Whistler, recorder of Whiteside County brought in his early plat books to be microfilmed. Four of these volumes were too large to microfilm successfully. Later he will bring these back to get photostatic copies. He cooperated with us in planning the layout and certification of films to ensure that the courts would accept copies as evidence.

Copies of 88250 with our comments were mailed to each of the four principal officials of all counties.

Professor Severns of the Chicago-Kent College of Law, who is writing a history of the Supreme Court for the Illinois Bar Association, is interesting in getting that Association to subsidize the microfilming of early court records, these films to be deposited with us. We are cooperating with him

in drawing up a program for presentation to the Committee on Records and Libraries of his Association.

Representatives of two State departments have also conferred with me about the possibilities of microphotography. Miss McNamara of the State Treasurer's Office and Mr. Kissler of the State Highways Department. The Treasurer's office is already keeping its warrant records on films. Mr. Kissler wanted to see our photographic laboratory. He is somewhat uncertain as to what records the department contemplates keeping on film, and will visit us again after he has conferred with his department head.

### Visitors

Two representatives of the Brazilian government visited the Archives during the month--Mr. Luiz A. Serrano and Miss Elza Mobilard de Marigny. Miss Marigny stayed three days, visiting also the Internal Revenue Office. These are two of the younger Brazilian government clerks chosen by competitive examination to spend a year studying and travelling in this country. Both had studied under Dr. Posner at American University. Miss Marigny is interested in scientific record keeping for current records. If she can get an extension of her time from her government, she may apply for an internship in Illinois. She thinks this would bring her here about the first of November.

Three Sisters from the Mother House at Riverston spent a morning here asking suggestions for organizing the archives of the Hospital Order of St. Francis. Needless to say this visit was interesting to me and I hope it was helpful to them.

### Legislation

The Governor approved all three archives bills (see earlier reports for a description of these) namely, SB250, HB649 and HB713. He also signed the bill authorizing the Auditor to destroy his vouchers after the archives had selected the ones it wished. So far we have not been contacted by this department.

### Departmental Vaults

I talked with Director Leonard of the Department of Agriculture concerning records of the Rural Electrification Department which I was under the impression Mr. Marquardt had transferred to his vault at the time of his resignation. Later Miss Tobin, who had been Mr. Marquardt's secretary came over and I went with her to the vault where we found that her statement that no transfer was ~~made~~ correct.

I was under the impression that the records were brought over because I have a notation in my diary that an appointment was made for the use of the fumigator. I suggested ~~them~~ to Mr. Leonard and to Miss Tobin that the departmental vault would be a suitable repository for these records while the division was in suspension, but both were non-committal.

The Executive Department of the Secretary of State's office transferred a number of pardon records to the vault.

Mr. Allison former president (?) of the Illinois Farmers' Institute wanted to bring over certain records prior to removal of the office to the University of Illinois. The records in question were the reports upon which vouchers for state aid to county fairs were based, together with the accompanying vouchers. In looking up my correspondence dating from the original interviews on departmental vaults, I found that we had agreed to accept the reports but not the duplicate vouchers. Mr. Allison felt the vouchers should be retained with the reports. After examining these reports I felt they were of insufficient historical or legal value to justify breaking our rule against duplicate vouchers, and persuaded him to take them over to Urbana. He felt their value was in justifying expenditures of the Institute and I told him I would, if I were in his place, want that justification with me at Urbana. He is to be retained more or less temporarily.

Mr. Cullinane, clerk of the Supreme Court wants to transfer more records to his vault but is unable to get steel cabinets. I suggested that he bring over the steel cases he is using in his Supreme Court vault and use the new wood files he was proposing for the departmental vault over there. I have not heard what conclusion he has reached. He said it would be impossible to transfer the older records to the archives proper unless they could be removed whenever anyone wanted to use them. I am more convinced than ever that we should refuse deposits subject to withdrawal.

Miss Keeler has relinquished the keys to Departmental Vault 11 W but to neither of the others. Only a comparatively few cabinets were removed from 11 N and 11 E. I have not been in 11 E and do not know whether what is now in that vault would go into the empty space in 11 N. I am under the impression that it would not.

#### Building Notes

The drinking fountain from the 11th level Departmental

Vaults has been loaned to the Drivers' License Division of the Secretary of State's Automobile Department, to be returned as soon as another can be obtained.

The Nutrition Committee of the State Health Department used the Conference Room again July 18.

### Committee Work

The State Library has been honored by the appointment of Mr. Blood to the Committee on Membership of the Society of American Archivists.

The archivist is a member of the Committee on the Training of Archivists of the same society. Dr. Posner is chairman of the committee. He is trying to get members of the committee to compile a manual or syllabus for conferences on the care of local records. From the correspondence being passed around it is evident that Dr. Posner is not going to get much help from his committee. I sent him a copy of the outline for the manual ~~submitted~~ community officials which I abandoned because I felt we have not had sufficient experience as yet to write one. I know the others on the committee knew even less about this particular subject than we do-- Dr. Wall of New York Historical Society, Mr. Walton of Harvard University and Mr. Angell of the National Archives. Dr. Posner did not select his committee himself.

The Archivist has been invited by the National Archives to serve as field representative from the National Archives. The duties involved are described in the following letters from Dr. Buck.

THE NATIONAL ARCHIVES

WASHINGTON, D.C.

Office of the Archivist

June 24, 1943

Miss Margaret C. Norton  
Archives Division  
Illinois State Library  
Springfield, Illinois

Dear Miss Norton:

The National Archives is establishing a field consultant service to enable it to deal more effectively with the field records of the Federal Government and to associate its efforts more closely with those of State and local archival and historical agencies. It is our hope, among other things, to be able through this means to work out arrangements for the care of Federal records of primarily State or local interest that, without abandonment of the ultimate Federal responsibility for their preservation, will enable them to be most effectively used in the localities to which they relate.

Field consultants will give a general advisory service to the National Archives with regard to Federal records in their respective areas, and will participate in cooperative planning for the care and administration of non-current field records. From time to time they may be called on for specific information about particular bodies of records that have been proposed for disposal or transfer to the National Archives or that the National Archives has a special interest in for other reasons.

Field consultants will be officially deputized as representatives of the Archivist of the United States for the purpose of inspecting Federal records, will be entitled to transportation and subsistence for officially directed travel, and will receive compensation for work undertaken by special request.

I would like very much to have you serve as a field consultant of the National Archives for Illinois, and will appreciate your letting me know whether you will accept this responsibility.

Sincerely yours,

*s/* Solon J. Buck

Solon J. Buck  
Archivist of the United States

THE NATIONAL ARCHIVES  
WASHINGTON, D.C.

Office of the Archivist

July 16, 1943

Miss Margaret C. Norton  
Archivist  
Illinois State Library  
Springfield, Illinois

Dear Miss Norton:

I am glad to have your letter of July 2, 1943, and know that you feel sure that a means can be found to give formal expression to the cooperation that has so long existed between the Illinois State Library and the National Archives.

We have thought of the designation of field consultants as serving two immediate purposes in addition to the long-range objective of laying a foundation for the cooperative administration of Federal field records of common interest. One of these immediate purposes is to enable the consultants to inspect records at the request of the National Archives in order to obtain information that we may need the transaction of ordinary business and that we find it impractical to send a member of our staff to get; the other is to clothe the consultant with authority to inspect Federal field records ~~that are~~ of interest to his own agency.

When we happen to need information of a relatively routing character, we will ordinarily ask that field consultant to obtain it to whom the inspection would be least inconvenient--usually this will be the one that has his headquarters nearest the city in which the records are located. There is no obstacle to a consultant's being authorized to inspect records in which his own institution has an interest, wherever they may be located. In neither case is it necessary to have any special regard for State boundaries. In the present instance, no field consultant has been designated for any of the States adjoining Illinois, and it would aid us as well as you to have your authority to inspect Federal records include those in St. Louis and cities in other bordering states. Similarly, if at a later date a field consultant is appointed in Wisconsin, he can be authorized to inspect records in Chicago in which he has a special interest.

We are still actively considering the question of what to do with field records. It becomes increasingly obvious that no uniform policy can be followed. Some types of field records can be destroyed, others can be transferred outright to State or local institutions that may desire them, others should be kept in the locality to which they relate but under Federal control, still others must be brought into Washington. In general, we are leaning away from the idea of regional depositories serving a number of States, in part because the field organizations of the various Federal agencies have no uniformity of regional

pattern on which we could base a system of regional depositories, and in part because we feel that records relating to Illinois could be as conveniently used in the National Archives as in a regional depository in, for example, Kansas City. The problem is going to have to be dealt with on the basis of individual decisions for particular bodies of records, and we have some hope of receiving soon a supplemental appropriation that will enable us to make the necessary detailed investigation that must precede such a series of individual policy determinations. Very definitely the retention of certain types of Federal records in the localities to which they relate, perhaps in the care of State or local officials, is part of our thinking on the problem, and that is one of the matters on which we shall need the advice of field consultants.

Sincerely yours,

s/ Solon J. Buck

Solon J. Buck  
Archivist of the United States



### Archives Reference

As mentioned above, Mr. Severns is writing a history of the Supreme Court of Illinois for the Illinois Bar Association. He is particularly interested in the history of practice. He is planning to spend a couple of days a week in Springfield, and is going through the Perrin Collection systematically. He says that either Professor Alvord did not see all the collection or else that he did not take the time to go through it carefully, for he ignored some extremely significant documents. Mr. Severns seems much excited over some the discoveries he has already made.

Mr. Heintz, a former county clerk of Morgan county and a director in the Morgan county Historical Society, is doing some research in the early history of Morgan county. He has been in several times. Although we have not been able to supply some of the information he is seeking, he has made considerable use of our indexes to legislative records and has examined many of ~~the~~ original records. He is particularly interested in how Morgan county came to be given that name. Apparently the story is connected with the attempt to make Illinois a slave state in 1823.

Most of the correspondence listed archives technique was of more or less routine nature. I include in the statistics requests resulting in sending out our publications but not correspondence acknowledging receipt of reports and other professional correspondence which might be classified as keeping in touch with each other. The correspondence listed includes that which discussed points of technique.

The state of Washington is the latest to ask our cooperation in planning a new state archives department. Copies of the article on the organization of the Illinois archives were sent.

### Miscellaneous Notes

Mr. Ingel, day watchman, was seriously ill in Springfield hospital for several weeks but is expected to be back at work in a few days.

Miss Boylan has sent a translation for pages 81, 82, 83, and 85 of the Registre.

Respectfully submitted

Margaret C. Norton  
Archivist

# **ARCHIVES ACCESSIONS**

**July, 1943**

	<u><b>Folders</b></u>	<u><b>Drawers</b></u>	<u><b>Volumes</b></u>	<u><b>Documents</b></u>
<b>General Assembly</b>				
House of Representatives 1943				
Miscellaneous				19
House bills				856
Record Volume			1	
<b>Illinois Legislative Council</b>				
Research records	14			11
<b>Dept. Public Works &amp; Buildings</b>				
Division of Waterways				
Canal records from				
Lockport office				
Springfield office		8	1271	
<b>Secretary of State</b>				
Deed records				2
<hr/>				
	<b>14</b>	<b>8</b>	<b>1272</b>	<b>888</b>

# **ARCHIVES REFERENCE**

July 1943

## **Routine Departmental Calls**

General Assembly	7
Secretary of State	
Accounting Dept.	6
Corporation Dept.	
Annual Reports	110
Index Cards	32
Executive Dept.	
Land Records	4
Records of State and county officers	
Notary Bonds	3
Trade Marks	7
Index Dept.	
Election Records	20
Enrolled Laws	11
Securities Dept.	
Closed Cases	3

## **Historical, Genealogical, etc.,**

Archives Technique	<del>113</del> <sup>3</sup>
Perrin Collection	100
General Assembly	4
Genealogy *	
Census Records	4

## **Mail Inquiries**

A	
Archives technique, etc.,	17
Historical and Genealogical	13
County officials	8

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343  
~~355~~

\* Does not include use of name index.

# ARCHIVES CATALOG

July 1943

## Catalog

H R S Checklist  
General Assembly  
1843  
1847  
1849  
Withdrawals

25

257

199

289

54

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770

## Name Index

General Assembly  
U.S. Census 1860  
Adams county-p. 314 A

15

1176

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1191

DEPARTMENTAL VAULT PASSES

July 1943

Dept. of Agriculture (Rural Elec)-----	1
Auditor -----	4
Civil Service Comm -----	5
Ill. Comm. Comm. -----	1
Insurance -----	3
Liquor Revenue -----	2
Reg. and Ed. -----	37
Secretary of State	
Executive Dept. -----	20
Index Dept. -----	2
Securities -----	1
Supreme Court -----	1
Treasurer -----	14
Vital Statistics -----	27

ARCHIVES FIELD VISITS  
July, 1943

Fulton county	1
McDonough county	1
Warren county	2
Mercer county	2
Bureau county	3
Jo Daviess county	2
Carroll county	2
McHenry county	2
DeKalb county	2
Kendall county	2
Grundy county	2
Iroquois county	2
Madison county	2
Randolph county	3
White county	2
Wabash county	3
Edwards county	2
Wayne county	3
Ford county	2

ILLINOIS STATE LIBRARY

Archives Department

Report for August, 1943

Accessions.

The principal accessions this month were two very important canal maps deposited by the Waterways Division: the original Post and Paul map of 1924 and the Bucklin map of 1830.

The Senate Engrossing and Enrolling Clerk transferred his records on August 31st, but the receipt and accession records have not been completed, so these will be included in the September statistics.

Departmental Vaults.

Records were moved in by the Illinois Commerce Commissioner report volumes from the Accounting Department as authorized some months ago. These reports correspond to the Annual Corporation Department.

Staff Notes.

Mrs. Charlotte Nelson, clerk, was transferred to the Drivers' License Department on August 3rd.

Miss Betty Ann O'Brien, clerk-typist, was assigned to the Archives Department from August 3 to September 15.

Mr. Hansen was gone on his vacation August 2 to August 16. The photostating work was done during his absence by Winfred Helm and Kenneth Blood. Fortunately Mr. Rice, Mrs. Mulvey and Mr. Scott came in while they were experimenting and gave them and me instructions. I doubt if either Winfred Helm or I could now photostat without considerable practice, though we understand the theory. Mr. Blood, however, spent several days practicing and appears to have learned to do satisfactory work. Wabash county had asked for a copy of the HRS work sheets for their inventory, so it was possible for Mr. Blood to work with little wastage of material.

Miss Emma Scheffer was transferred from the General Catalog Department to become archives cataloger, beginning August 12th.

Mr. Riley, elevator operator, took his vacation August 16th-30th, Mr. ~~Frank~~ substituting.

Lizzie Turner, matron for the Archives Building, was dismissed and Mrs. Jessie Brandon, matron for the State House, resumed duty as matron for the Archives Building.

A civil service examination for the Library is to be held next month. Mr. Iben will take an examination for senior library assistant, Mr. Blood for archives field visitor. The archivist worked with the Assistant State Librarian in drafting qualifications for the field visitor.

#### Archives Reference Service.

*continued*  
We said farewell with regret to Dr. Harry E. Pratt, secretary of the Abraham Lincoln Association, who has resigned to accept a position on the history faculty of the Ball State Teachers' College at Muncie, Indiana. Dr. Pratt has spent a large proportion of his time in the Archives reference room for several years, and has endowed himself to the staff through many kindly deeds. It is unlikely that his successor will visit us so often, because Dr. Pratt has already examined every document that could possibly have any Lincoln interest. We are particularly disappointed that Dr. Pratt has not made sufficient progress in his research to go on with his projected history of Vandalia, which was to have exploited, for the first time, certain archival materials.

We have had several visitors seeking advice on archival problems: Mr. Charles Weissert, president of the Michigan Historical Commission, a newspaper man from Kalamazoo; Mrs. Alta Grim, Assistant State Librarian of Washington, and Miss Eleanor Stephens, State Librarian of Oregon.

In addition we almost had two other Latin American guests. Miss Maria de Carmo M. Almeida, another Brazilian student, wrote from California that she had intended to visit us, but would not have time. She wrote that she took the graduate course on public administration at Syracuse University and now is "chiefly interested in Archives, organization and methods of filing." She asked for and was sent copies of recent Illinois Libraries.

The National Archives wrote that the State Department was planning an itinerary for "Dr. Augustin Hernandez, chief of the Historical Archives of the Secretariat of Treasury and Public Credit of Mexico." I extended him a



welcome, but was later notified that Dr. Hernandez was called home to Mexico suddenly and cannot come.

The most interesting reference visitor we had during the month was Brother Felix of the Order of Christian Brothers, one of the teachers at Boys' Town, Nebraska. Brother Felix is writing a master's thesis for De Paul University on Governor Edwards' controversy with the State Bank. He had much of interest to tell about Father Flanagan's work.

We repaired one document for Mr. Wernsing of the Secretary of State's office.

The U.S. Internal Revenue Office sent 25 clerks to index the 1940 Communist Petition. We also furnished the Index Department with photostatic copies of 3 sheets. These clerks were here for three days, working in the 3rd floor archives workroom.

#### Archives Building.

The State architect reported on an inspection as to the cause of the moisture which had collected on the floor in the lowest level of archives vaults. Mr. Zimmer, who made the investigation, thought it is due to condensation under the rubber matting. He stated that "the construction of the basement floor is as follows: Concrete slab is installed directly on ground with a membrane waterproofing on this slab. On top of membrane waterproofing is laid a course of hollow tile and the finish concrete floor is laid on top of the hollow tile." Personally, I think if the trouble were condensation that there would have been other condensation in the five years of occupancy of the building, also signs of dampness on the walls.

#### Photographic Laboratory.

The Photorecord camera has been returned to the factory for repairs on the shutter. We are using the Leica for necessary work, but this is unsatisfactory for any but short run work because the film strips are only three feet long. The gears on the Photostat drier are also out of repair. We have purchased two mercury lamps for emergency use, since the Photostat representative warned us that our present lights may go out at any time. The U.S. Navy has solicited us to sell, loan or rent our Recordak Reader, but the Assistant State Librarian replied that our machine is in constant use.

Staff Work Reports.

Miss Boylan sent translations for pages 86-90, inclusive, of the Registre.

Cataloging:

The archivist compiled some supplemented instructions for archival cataloging for the guidance of the new cataloger. These deal with making of analyticals, particularly for General Assembly records. This also includes a description of the types of records kept by the General Assembly. A copy of these instructions is appended to this report.

Miss Scheffler has taken over her new work with enthusiasm and determination to do a good job. So far she has not done any actual cataloging "on her own". She has typed and filed slips which had been prepared for the 1875 and 1877 printed General Assembly records. She is alert to catch inconsistencies in headings and other matters in the catalog and has been instructed to make changes after discussing them with the archivist. She has also been given a demonstration of the procedure in analysing House and Senate Journals, and with ~~that~~ and what she has learned from typing sample cards is now ready to start making cards with a minimum of supervision. The results of her ~~may~~ not appear statistically for a couple of months, as her first legislative session is bound to go slowly. As soon as the photographic laboratory is in full operation again, Miss Scheffler will take over Mr. Hansen's reference desk duty from 11:30 to 1:00. This will give her time to file in the card catalog also to start the refilling of name index.

Mr. Iben has also shown competence in his work on the Perrin collection. Instead of handing me the usual statistical report on his work, Mr. Iben gave a careful and thoughtful discussion of types of records he has found, and appended a vocabulary of French terms not found in the French dictionary or in the book on Mississippi Valley French. These notes will be of reference value in connection with the Perrin collection. It will ~~not be necessary~~ in the future to repeat these detailed reports to you, but I append a copy of this first report to show you the high ~~quality~~ of Mr. Iben's work.

Mr. Wetherbee reports that he spent about two-thirds of his time the past month in the reference room. Mr. Wetherbee and Mrs. McFadden have been filing in some Corporation Index cards which came over just before Mrs. Nelson left and which she had not finished. Mr. Wetherbee has been reading proof and combining index slips for the first

volumes of Treasurer's records, made by Mr. Scott. These are now ready for typing and will be typed shortly. Mr. Weatherbee also reports compiling a list of county superintendents of schools and county clerks of Maline county for the Executive Department. He has also been filing in Corporation reports returned by the Corporation Department.

Mr. Giaccio is still working on the index to the first volume of Adams County Commissioner's records.

Mrs. McPherson is also filing records of the 1943 General Assembly. This involves making a check-list of original, engrossed and vetoed bills, also typing folders, unfolding documents, etc.. She has also been unfolding and refiling 1905 General Assembly records.

#### Extension Service.

Mr. Blood will report separately on his own work. His report for the fiscal year ending June 30, 1943, made at my suggestion as a summary of what he considers he has accomplished during the past year, has been returned to me for my reaction upon it. I have re-read this report and have no specific comments to make. I think he has stated in general the objectives and accomplishments of the past year. I can only restate them with slightly different emphasis:

#### Objectives:

- To make contacts with the individual county officials and their state and regional organizations.
- To find out what their records problems are.
- To offer the cooperation of the State Library in attempting a solution of those problems.
- To work in all practical directions towards better care for county records.

#### Accomplishments to date:

- Mr. Blood has built up good will on the part of the county officials towards the State Library and its program for cooperation.
- Many county officials have visited the State Archives Building for the first time.
- The county officials association have specifically asked for help in the following matters:
  - a. Reduction of records through collecting date upon which legislation could be sought for authorizing destruction of specific categories of records.

Summaries of the reaction of each county official contacted with regard to various categories of records suggested by various persons as suitable for destruction were compiled and sent to the respective presidents of the county clerks' and circuit clerks' and recorders' associations.

These conversations showed ~~that~~ there are very few county records which in the opinion of their custodians could safely be disposed of as of no value.

The county clerk's association drafted and got passage of HB 379 which permits the destruction of one of the two sets of assessors books after 10 years. The archivist stated, in transmitting the summary of opinions favorable to such destruction, that from an archival point of view she could see no objection to the destruction of the assessment records, provided that the collectors' books should be retained. She offered to advise with the bill drafters and legislative representatives in connection with the proposed legislation, but this matter was handled by the county clerks' association entirely. Shortly after the bill was approved Mr. Hillen, president of the county clerks' association, told the archivist that the bill is meaningless since it authorized the destruction of the set of books "returned to the board of assessors, supervisor of assessments, or county assessor, as the case may be." It still requires the county clerk to keep his set of assessment records, whereas that was the set planned to be destroyed. "Nobody ever keeps the other set anyway." (the law as it stood to the contrary notwithstanding.) We are sorry their law does not satisfy them, but the archivist told Mr. Hillen when he discussed it with her later, that she was not consulted by the bill drafters and cannot accept any responsibility for the incorrect wording of the bill. Here is again emphasized the need for more detailed knowledge of county record laws than we at present possess. If we had had this knowledge we might have been--

caught this slip ourselves.

- b. County officials have expressed a need for someone like Mr. Blood to act as a clearing house for ideas on matters relating to the care of records. For instance, Lee county clerk asked for help in bettering one of his delayed birth indexes. Mr. Blood asked several others about the way they handled the problem, and in a few days found a county clerk Ogle who had apparently solved the problem, a solution which pleased the first ~~and~~ very much. The county recorders who use the photostat have been very much interested in the deed form devised by the Du Page County Recorder, which gets an entire deed on one page rather than the customary two pages. We hope to prepare an Illinois Libraries article to present ~~some~~ of these ideas.
- c. All county officials express a great interest in photostating and microphotography. We have offered to photostat one volume (preferably the earliest) free and to copy others if the county will purchase the materials. So far we have copied two deed books for Union County, one deedbook for Pulaski County, one deed book for Fulton County, one plat book for Mc Donough County and one marriage record for Carroll County; also have microfilmed 4 plat books for Whiteside County. We have made film copies of all volumes sent in. We could have done more, ~~but~~ I have held back feeling that we were not quite ready ~~technically~~ to do a first class job. Also we have been uncertain as to the most satisfactory way of handling the financial end. Many officials are interested in microfilming from an insurance angle, and Wabash County has already had all its records filmed.
- d. The county officials were eager to have news of the legislative progress of bills which affect their work. Since the County Officials' Association employs a full time lobbyist we did not attempt to issue any bulletin. It is probable that at the next session they will ~~ask~~ to cooperate with the Association in sending out a weekly bulletin similar to the one issued by the Illinois manufacturers' association. The Legislative Reference Bureau cannot supply copies of the Digest to meet this demand.

- e. On request we have copied unpublished HRS inventories for Randolph, Wabash and Alexander Counties.

**Plans for Future County Work.**

- 336 copies of SB 250 with our commentary, also a letter of transmittal were mailed out, one to each county clerk, probate clerk, circuit clerk and recorder. A copy is appended.

The State Library has also mimeographed an offer to microfilm county records for insurance purposes, either at the archives or in the field. A copy is appended. These mimeographed bulletins will not be mailed direct to each county official, but distributed by Mr. Blood during field visits and sent to county officials who inquire about microphotography. A copy of this offer has been sent to the presidents of the respective associations for comment, but no others are being distributed until we are sure we can get repairs on our Photorecord Camera. Alexander County has expressed an interest in micro-filming and as they have had three big incendiary fires, they are very insurance minded. I think we should do our first filming there.

Mr. Roger L. Severns of the faculty of the Chicago-Kent College of Law, has been asked by the Records Section of the Illinois Bar Association to write a history of the Supreme Court. He is anxious to develop this into a project to microfilm all early Illinois court records. He is preparing to ask for funds to microfilm all court records prior to 1820 in all counties. He is at Chester this week, and will also film as many records of a later date as he has time to do. These films will be deposited in the State archives. We hope that a subsidy for microfilming may eventually come out of this project. Mr. Severns is sympathetic to that idea but has to develop it slowly.

The 1944 meeting the County Officials Association is to meet in Springfield and the president has asked for our cooperation in building a program which will bring us prominently into the picture.

**St. Clair and Randolph county records.**

Mr. Perrin is cooperating with us in trying to induce the St. Clair county officials to offer us the rest of the early records not included in the Perrin collection.

Mr. Harry Wilson, circuit clerk of Randolph county is in favor of transferring the Kaskaskia records to us and has invited Miss

Rogers to appear before his county board on September 15th.  
The proposed digest of county records laws is in progress and I hope can be put into at least temporary form within the year.  
Several county officials visited us within the month.

#### State Records Commission

Copies of HB 649 (created the Commission) and HB 713 (microphotography for State records), together with an explanatory memorandum and a letter of transmittal were sent out over Mr. Hughes' signature to each elective State official, director and head of an independent agency. The Department of Public Works and Buildings and Finance requested additional copies for circulation in their department and Director Brandon of the Department of Public Welfare wrote that he was directing Mr. Harry H. Harman, Statistician, "to look into this matter and cooperate with you in every way." Mr. Aiken of the Waterways Division telephoned that this fitted in beautifully with their present reorganization of records and wanted to know more about it prior to discussing the matter with Mr. Rosenfield. I suggested that since Mr. Rosenfield seems to have directed all his division chiefs to act under this bill, "might ~~you~~ ask for a meeting of the Commission and schedule his division heads to appear as members in a one day session and thus clear his whole department at once, but that we would ~~hold~~ the meetings in whatever manner he requested. Mr. Aiken is intrigued with the idea of getting the Commission to make an early schedule of all records for each department recommended for destruction and then to have the Finance Department rent some building to which the useless records might be removed for dead storage until such time as the General Assembly passes the necessary legislation. This would permit offices to rearrange their vault space immediately and thus release considerable sorely needed space for current files. We spoke of the tremendous accumulation of duplicate vouchers in each department.

#### Photographic Laboratory.

##### Photostats

##### Microphotography Exposure    Enlarge- ments

Corporation Recording	1
1 document, 2 p.	
Wabash Inventory	112
Communist Petition, 1940	
for Index Dept.	11
Brother Felix-3 copies each	
of 3 documents	9
Blood's academic credit	

Photostats

Microphotography  
Exposures Salaries  
rents

Send Mr. Miss Rogers  
Perrin records for Mr.  
Severns

1

78

154

78

Staff absences.  
Mrs. MacMillan.

Aug. 2nd (1/2 day)-ill  
Aug. 21 (1/2 day)-Mother fell  
and broke her  
arm.

Miss Koval.

Aug. 17 (1/2 day)-ill  
Aug. 18 -ill  
Aug. 28 (1/2 day)-car broke down  
and could not  
get back.

Mr. Hansen.

Aug. 20 -ill  
Aug. 21 (1/2 day)-ill  
Aug. 22 -ill

Responsibility submitted.

Archivist



**COUNTY CIRCUIT CLERKS AND RECORDERS' SUGGESTIONS  
AND OPINIONS FOR RECORD DISPOSAL**

**MISCELLANEOUS**

**County**

**Remarks**

**Kankakee**

Follow statute of eliminations and destroy the records.  
Standardization of fees for each county and methods of recording.  
Chattel law of 1939 should be repealed.

**Will  
Circuit Clerk**

Old motion dockets - don't keep.  
Old Execution Dockets - Abstractors still use them.  
Masters Report -- Keep these.  
Bill of exception in law cases - no value.  
Lien and satisfaction docket no good.  
Lien outlawed two years.  
Mechanics lien and inquest files, 10 years back.  
Old Jury Books, no value.

**Will  
Recorder**

For repeal of 1939 Field Chattel Mortgage Law. He claims the emergency is over for the farmers who were allowed to file for fifty cents. The county needs the bigger filing fee now.  
Released mortgage - make them record - value involved warrants it instead of Marginal Release.  
Mortgage Records over 20% outlawed.  
Corporation Books - Recorded by the Recorder-sent by the Secretary of State.

COUNTY CIRCUIT CLERKS AND RECORDERS' SUGGESTIONS  
AND OPINIONS FOR RECORD DISPOSAL

MISCELLANEOUS

County

Remarks

Madison  
Circuit Clerk

On the Executive Comm. of the Circuit Clerks and Recorders state Ass'n.

Clk. states he is new to his office, therefore not qualified to state what records should be disposed of. In favor of laws to dispose of old records.

St. Clair  
Circuit Clerk

The following Records could be disposed of:  
Old Execution Files, Old Motion Dockets,  
Bill of Exception in law cases that have been disposed of.  
Lien and Satisfaction Dockets  
Mechanics Lien and Inquest Files - back 10 yrs.- never looked at  
Issue Dockets  
Old Jury Books  
Law Files no affecting Real Estate  
Chancery and Criminal Files  
Order Dockets should be kept. like Chancery

St. Clair - Recorder

Surveyors old Records be disposed.  
20% of all records are mortgage records and they are outlawed- status of limitations  
When copies are transcribed should be able to destroy the originals recorded.

Monroe

Should keep Chancery-Criminal-Law Files  
Decree might be written up wrong only way to refer to it is back to original files.

Randolph

Keep Chancery-Criminal-Law files very important, because records not complete. Major oil companies using these records all the time.

COUNTY CIRCUIT CLERKS AND RECORDERS' SUGGESTIONS  
AND OPINIONS FOR RECORD DISPOSAL

MISCELLANEOUS

County	Remarks
Fulton	<p>Crowded for space - not fireproof. About 10 books to be photostated, about 640 pages. Will send Vol. No. 5 - 650 pages.</p> <p>Eliminate abstract and mortgage records (on chattel mortgages). Then do this way--due date and rate of interest on filed chattel mortgage on entry book.</p> <p>Keeping mortgages at present. Have a tract index--family name. Don't believe in Grantor and Grantee keeping (chattel mortgages).</p> <p>Shoved him Dulseal.</p> <p>Camp Ellis - 30,000 men - 17,000 acres - out of tax</p>
Mason	<p>Need space badly - thinking of digging a basement under present court house - bringing it up this week. Very much in favor of legislation - doing a wonderful thing on this. Can't reduce Court files. Not for law of 1939--filed chattel mortgage law. Havana National Bank won't accept it unless all recorded.</p> <p>In favor of microfilm; also any other method of better record keeping.</p> <p>Has an old Deed or Plat flat book which needs repair and will think about sending it to Archives--take it up with the Judge and Supervisors.</p>
McDonough	<p>Have a tract - still have space. Not in favor of filed chattel register of 1939. Claim nothing definite listed. Has an atlas to photostat; also first plat book (229 pages)-will pay</p>
Peoria	<p>Overcrowded for space - not fireproof. In favor of microfilm and photostat. Not in favor of destroying any record unless there is a substitute for it. Microfilm--insurance angle. Solution to the problem Microfilm--destroy your bulky records. Not possible to destroy Chancery files not recorded--suppose you die--heir wants to know--default might not be in proper order. Files in most important. Motion in files can't be destroyed. No motion docket in county. After war litigation be terrible--tremendous bulk after this. When soldiers come from war, etc. No mechanics lien for 2 months. Would like to have a photostat machine to cut down bulk of size of records.</p>

MISCELLANEOUS (Continued)

County

Remarks

Peoria (Continued)

Grand Jury only in for one day now.  
After soldiers come home--criminal cases will increase - Suits - loan companies after 6 months foreclose.  
Cannot file, best system -  
Record books - store in reasonably safe place.  
Files, hasn't found the solution.  
Bar Assn--Abstract Assn.  
Lawyers--suit clear title--want files when they want them.  
Only solution is more space or central warehouse for all officials--move the files and keep books on them in office.  
All original Lincoln file in Historical Library, Springfield.  
Nothing allowed to be taken out of original file. They do disappear.  
Paper--for records; waterproof; use good ribbons and special large type on typewriters.

COUNTY CIRCUIT CLERKS AND RECORDERS' SUGGESTIONS  
AND OPINIONS FOR RECORD DISPOSAL

MISCELLANEOUS REMARKS

County	Remarks
Perry	Don't need space. Fees lost through filed chattel mortgage law of 1939. Finds that most companies record instead of filing. Marginal release not a problem in this county - bank-release. Set up provision where clerk's cost of case could be set up in court cost--when they pay off, clerk to get fee same as state. In judgment cases by state, clerk adds his fee in case. Wouldn't take it away from state but defendant for failure to pay. Clerk compensated for services. On legislature committee, S.B. 291-398-299-301. Photostat will be the thing in time to come.
Pope	Thinks clerk's docket would hold in county law. Attorney takes it. Repeal the 1939 chattel law. Business dropped on fees. No assessed valuation here in small counties, should be some laws giving the smaller counties a leeway. Deed Record A - 650 - 1816 may send. Let him know. For microfilm - photostat. Will let us microfilm his records.
Massac	Fees too small. Abstractors on the side. Against filed chattel mortgage law of 1939. Bank - fills out their own so that they have something. Not fair to bind small counties with those of big ones. No assessed property to pay bills - some charge along these lines. Fix it so a salary can be paid to meet the times. Showed him filed chattel law - for destruction of. In favor of photostat.

COUNTY CIRCUIT CLERKS AND RECORDERS' SUGGESTIONS  
AND OPINIONS FOR RECORD DISPOSAL

MISCELLANEOUS REMARKS

County

Remarks

La Salle  
Circuit Clerk

Little space left - after three years. Fireproof vaults. Don't think very much could be eliminated. Like Dulseal and for microfilm.

Winnebago  
Circuit Clerk

Keep 45,000 files in main office; rest in downstairs' vault. Some law to permit the destruction of all copies of pleadings (Act provides--all pleadings in duplicate) when final disposition of case. Keep original if haven't copy. Remodeled in Dec., 1940 vault - to 3rd floor. Plenty of space, no equipment. Don't file copies of order in this county. order - decree Jan. 1934. Don't index in permanent record (have all information on sheet--Judges' Dockets). Index as outlined in statistics for Circuit Clerk -- is not possible to me for large county. Some information in recorder's office. 1000 suits a year. Fees: statute provides state pay no fee. Sales Tax cases - uniformity fees. Uniformity of laws for all circuit clerks. To receive a judgment after 7 years---some fee, 5 and some 10. Photostating alright as far as copying written instruments, decrees, etc. but how can you copy orders, etc.? Won't cut down on bulk of records by Photostat. In favor of flat filing. Have flat filing cases and divide them into three tiers and use same as county files....1/3 more. Use microfilm. Gave him Dulseal.

Lake  
Circuit Clerk

Plenty of space, fireproof. Prior 1900 - in Lake Co. (cleared criminal by order of Board. Indictments cleared out) All my records - no value. Jury list, no value. County retirement plan (Lake has its county vote it in). United effort of association help on fees. Change act. In favor of photostat. Dulseal. Flat filing system. Records in good condition. Came in 1924.

Kane  
Circuit Clerk

Give each county constructive advice so that they keep their records uniform. Legislature should start by legislation--judicial committee.

COUNTY CIRCUIT CLERKS AND RECORDERS' SUGGESTIONS  
AND OPINIONS FOR RECORD DISPOSAL

MISCELLANEOUS REMARKS - Cont'd.

<u>County</u>	<u>Remarks</u>
Kane	Won't give his opinion--too big a problem. No uniformity. Make things uniform. Talk same language in courts and courthouses. General bills in for Cr. Clk - Court of Record Supreme Court - rules of court and statutes - rule office. Tried to get bar association to be same in 102 counties. Circuit judge runs court to suit himself. Record-tax problem, big problem. First thing to do: Break it down into various channels - present in each county. Sales tax collection in courts by state. Didn't pay counties anything. Collected earnings fee paid by county to clerk. Photostat for it - central one for smaller counties. One for each county. Thinks flat filing good. Have to operate fast - 2 large cities, Elgin and Aurora. Have someone appear at their convention. Appoint someone to represent their group on records, etc.

June 1943

COUNTY CIRCUIT CLERKS AND RECORDERS' SUGGESTIONS AND OPINIONS  
FOR RECORD DISPOSAL

MISCELLANEOUS REMARKS

<u>County</u>	<u>Remarks</u>
Henderson	Crowded for space - some space in jail - fireproof but damp. Only been in office 6 months - not qualified to state. Not much use of dockets since he has been in. S. Douglas - 1842 - may send it to Springfield for photostating. Keep in a safe, some pages have been stolen. Filed chattel mortgage law of 1939, against. Bank record most of theirs.
Whiteside	In office since 1908. Picked bill 250 apart. Courts should have jurisdiction over records - say when to destroy. Courts are the courts of record - what may or may not be a legal record. Very good records - proud of them - good set of records. Against destruction of records. For microfilming earliest records but not for destruction. Will be in Springfield to see Archives Building. Transcribing his first 3 plats copying them with Dulseal Film - may send to be photostated. 4 plats (to be photostated) - send (dimensions). What about colors on plat - may send first Deed A 1336. May microfilm them.
Lee	In office 28 years. Plenty of space and files, but can't buy any. Had a photostat for past two years, automatic, \$2,000. Just does work for himself. Takes plats reduced and puts certified card in. Wouldn't do without it. Work up-to-date. Same filing system as Bell-Wilson Jones. For bill 250 - godsend to clerks.
Rock Island Recorder	Crowded for space - fireproof. Do work for U. S. Government - Rock Island Arsenal - Tank Arsenal. All chattel mortgages brought into Recorder's office should be recorded. Will go along with anything within reason. They have an automatic No. 2 Photostat - HH - 12 in. Everything on this size paper: Photo - Probate Clerk - 12 in HH County Clerk - 12 in HH



June 1943

COUNTY CIRCUIT CLERKS AND RECORDERS' SUGGESTIONS AND OPINIONS  
FOR RECORD DISPOSAL

MISCELLANEOUS REMARKS - cont'd.

County	Remarks
	<p>Sends - all types - assessment rolls, marriage licenses, Birth Certificate copies. Circuit clerk - transcript of records - certified copies of anything. Sheriffs - evidence. State attorneys - fingerprint - to send out to other sheriffs. Plats - reduced - but don't state. Cost 16 cents for labor, chemicals, paper - H.H. page, 12 inch paper. 185 pages out of roll; \$25.70. Had photostat since 1931 - December 4th. New machine since 1941. 12 minutes for just one - 1/2 minute. Best method - has one operator. One batch of chemicals for 1 roll of paper. 32 x 26 as large as can take. Plats - put 1/2 on one side; other on other side.</p>
Ogle	<p>At home. Photostat machine like ours. Photostat machine like ours @ does plats - use 9 EN - top binding on all records - run on 95. Small reduction. Large plats in sections - very satisfactory - subdivision reduces plats to positive (same as Whiteside).</p>
Rock Island Circuit Clerk	<p>In office since 1906. Plenty of vault space - fireproof. Doesn't think there are any records that could be destroyed. All referred to daily by abstractor. Doesn't think old fee books could be destroyed because of partition cases - not referred to very often. Files become lost. Could cut down on fee books. Very slight falling off of fees. New practice act starts suits right along. Don't photostat very much - not for orders, can't use it - too many pages. Very efficient clerks.</p>

Springfield, Illinois

August 28, 1943

To: Miss Margaret Norton, State Archivist

From: Ioko Iben, Assistant

Subject: J. Nick Perrin Collection, Calendering and indexing. Progress report, covering period July 20, 1943 to August 27, 1943

The ~~calendering~~ and indexing of the collection was begun by Miss Norton with the documents listed by Perrin on p. 45 and following of his Index to old records... 1833 and classified by him as belonging to the Period of the U.S. Territory 1784-1787. It had been carried through the MS listed for that period and through the first 83 numbers of the following period, that of the Northwest Territory, 1787-1800.

The present report covers mostly MS listed under No. 84 et sequ. for the latter period. They were calendered and indexed under the supervision of Miss Norton.

Among the MS handled were 4 which had been misplaced and belonged according to their Perrin numbers in the group already processed. One of these is the Record of the hearings before the Judge of the Court of the Week begun July 9, 1785 and reformed February 14, 1786 in the court held on that day (translated). In this volume are 18 separate entries dating from July 9 to November 12, 1785. This document has been neither translated nor indexed as yet.

Of the 97 MS 36 are written in French, 7 of which were translated by Mr. Houy, a former staff member. The rest were translated by the reporting assistant.

To the approximately 700 slips in the Name Index (688 counted) were added almost 500 (493 counted).

All MS reported on except the weekly court report mentioned above belong to the group of individual miscellaneous documents referred to by Miss Norton in her first report on the collection.\* They range in size from several pages on folio sized paper to small scraps.

\* Norton, Margaret. The J. Nick Perrin collection. In Illinois Libraries, 22 (1940):23

### Writs of execution

Over one third of the MS handled are Precipes, Precepts, or instructions to the prothonotary or court clerk to issue writs, most of them in capias cases for damages. There is one designated as a capias case in trover (probate business) (#98), one is a writ of venire for a grand jury of 24 men (#102), one a writ for subpoenas of witnesses (#132).

### Probate records

Next in frequency are probate papers, consisting of accounts against estates, ~~and other~~ records with lists of goods and buyers, matters of guardianship. Of special interest among this group is an order of the court, dated January 2, 1788, A. Girardin president, intended to stop exorbitant claims against estates (#127). The order prohibited accounts of over 100 francs altogether, any under 100 francs were to be renewed every 6 months.

### Miscellaneous

Several MS illustrate the habit of the Frenchmen referred to by Alvord\* to have any transaction notarized. There is an agreement between two attorneys concerning a suit in connection with the Charleville estate (#89), a record of a tobacco deal (#148), a receipt for 400 pounds of flour (#177), a record of the loan of a canoe (#84). Then there are bills of court costs and auction costs (#108, 117, 174). Isaac Darnelle, attorney, asked the court clerk for copies of dockets (#99, 143, 163). The clerk of the court had evidently forms to follow in issuing the orders of the court as evidenced by such a form for capias case instructions to the sheriff. (#100).

### Marriage Laws

One document, signed by Governor Arthur St. Clair, granted William Arundel, whose signature as prothonotary appears so often in the records, dispensation from the publication of bans and permission to be married to Elizabeth Raine, widow of the late Abraham Raine (#79).

\* Alvord, C.W. Cahokia Records 1778-1790 (1907):XVIII-XIX

## Land Records

There are two records of land transactions, one being fragmentary, as it is on the reverse of the scrap of paper on which is written the form referred to before (#100). It deals with property of the Lefevre brothers in the Prairie of Cathelinettes near Vincennes. The other is a conveyance of 100 acres of land by Hardy Wear to George Blair, probably the one that granted later land for the establishment of the town of Belleville. This land had been allotted to Wear, a militia man according to a "Frontier law" of the U.S. and he had sold it to Blair for two cows and two calves, August 1, 1790. The deed has endorsements showing later transactions. The final note shows that it was "filed for record March 25, 1841, in Book L, p. 475 and 476." This note is in the hand of John Hay, recorder of St. Clair county. (#104).

## Public Works

The broad administration powers of the courts are illustrated by two of the documents. On January 2, 1792, a grand jury of 13 men, Mathieu Saucier foreman, reported that they had had no complaints against anyone, but had appointed Mr. Dubuque to organize the repair work on the bridge over the Du Pont river (#144). On June 6, 1789, the court decreed that a dike be built along the length of the creek. The location was determined by a committee of 12 men, 8 of them members of the court, the others having been chosen in public meeting (#170).

## Indenture

The system of indenture for apprenticeship is illustrated by a record, showing that an 8 year old boy, the orphan of Baptiste Wiser from Cahokia, was bound over to Shadrach Bond, yeoman of the Grand Ruissseau (Great Run), to be instructed in the "secrets and mystery" of farming and to serve Bond until he would be 18 (#129). At that age he was to be released and given specific pieces of clothing. Shadrach Bond served as judge of the court, later was first representative in the Illinois Legislature from St. Clair county. John Dumoulin signed this documents as deputy judge of probate and James Piggott as justice of the peace.

### Negroes

An interesting sidelight on the relationships of negroes and whites in the American Bottoms of the period is given by a probate record, showing that Michele Beaulieu and Joseph, "her negro", appraised, under oath administered by William St. Clair, probate judge, the goods and chattels of Joseph Cecire, late of Cahokia, on December 15, 1795 (#134).

### Court Acting As Coroner's Jury

Five justices and the state's attorney, Labuxiere, reported February 1, 1788 on the death and post mortem inspection of a man named Davis, living at the house of Antoine Lamarche (#160).

### Attempted Murder Case: Hanson vs. Brisson

The case of Therese Parant Hanson (Hansson, Hensonne) against Alexis Brisson and his wife is the only criminal case among the MS covered. It is represented with 11 separate records. They are listed in the order of their entry in the Perrin index and illustrate the need for rearrangement at a later date.

#123: August 8, 1788. This paper does not show a definite relationship to the case. Its date and other date however make it probable that it is pertinent. Thomas Brady, bailiff, J.B. Dubuque as officer and 4 magistrates signed a list of household goods found in a hiding place and put under guard.

#124: 1788 (day and month obliterated). Thomas Brady, bailiff testified that he had seized the property of Alexis Brisson the day before. Of the two witnesses with him only one of those accompanying him on the day referred to in #123, the other was Augustin Trotier.

#128: July 21, July 31, 1788. Indictment of Brisson and his wife for attempted murder. Testimony of three witnesses. Thomas Brady reported on unsuccessful attempt to arrest the defendant.

#149a: 1788 (no date under MS, the year on verso). Complaint of magistrates to Mr. F. Trotier, protest-

ing against a jury verdict, which was not returned to the court. The judges resigned and turned the case to Trotter, suggesting that he appoint another magistrage court. The document is apparently incomplete and has no signatures. Endorsed: 1788. Criminal suit of Brisson, whose sentence appears in the book of hearings of the court in the hands of Billet, the clerk.

- #149b: July 20, 1788. Instructions to Mr. Trotter the commandant, to provide an escort for the bailiff in arresting Brisson, who escaped the day before, and to shoot him, should he resist.
- #152: July 19, 1788. Matheiu Saucier, president of the court, issued an extraordinary ~~order~~ ordering the commandant to provide the bailiff with an adequate escort in arresting Brisson.
- #153: August 20, 1788. M. Saucier announced public sale of the goods of Brisson and wife.
- #155: August 7, 1788. M. Saucier announced sale of goods of Brisson and his wife to be held August 10.
- #156: July 19, 1788. M. Saucier, as president, civil and criminal judge summoned witnesses in Brisson case, at request of the widow Hanson, of Prairie du Pont.
- #158: August 3, 1788. M. Saucier signed announcement concerning seizure of all property of Brisson and his wife.
- #173: July 19, 1788. Therese P. Hanson asked for indictment of A.B. and wife, giving detailed account, adding that Brisson had committed a similar crime against one named Dubois several years before and had gotten away with it. The court empowered M. Saucier, president, to receive the indictment. He transmitted it to the state's attorney, Labuxiere.

#### Liquor Traffic

The troubles arising from the liquor traffic among the Indians and from the regulations issued to control it are reflected in one document, a letter of Jenon Vandean, commandant of St. Louis, on the Spanish side of the river, addressed the Cahokia magistrates, in which he asked them to help stop the traffic across the river.

#### Power of the Courts

The courts at Cahokia probably had their troubles, although as Alvord\* points out, it showed  
 \* op. cit.: CXLVI et sequ.

remarkable strength compared to those sitting at Kaskaskia.

The address of Robert Watts in 1787, upon which the court acted so promptly\* is among the items calendered (#119).

On September 17, 1788 Jaque Lamothe filed an exception to the judgment of the court, the verdict of the juries and the arbitration of two arbitrators named, charging chicanery of the defendant, defendant's lawyer, jury and court, and stated that he had resolved to bring his claims before the U.S. court soon to be established in this country. Perhaps distance had something to do with the effectiveness of ~~justice~~, as the complaint is headed "Post Vincennes, towit" (#92).

During the same year occurred the Brisson trial, and it will be remembered that the administration of justice was perhaps not as it should have been.

In October, 1791 James Piggott (#133), the same Piquet (misspelled in the MS) who was the object of Watts' address (#119), now a member of the court at Cahokia, addressed the court himself, reminding the judges that the court had been sitting under an established constitution for 18 months, but had not provided for a prison, had not laid out the county into townships, had not provided clerks and overseers for these. He also reminded them that a bond, endorsed by himself and Joseph Worley, had been paid in 1788, but not yet returned.

In January 13, 1794 33 farmers of Cahokia empowered Francois Potier to present a petition to the county court of St. Clair county. The subject of the petition is not mentioned.

### Kaskaskia Records

Among the records discussed here are 4 issued from the court at Kaskaskia. Three of them were issued after the establishment of Randolph county in October, 1895. Their appearance in the Cahokia files cannot be explained by the fact that Cahokia was "for all practical purposes the county seat of St. Clair"\*\*\* before that date. \*\*\*

### Geographic Terms

Two problems of geographic terminology may be mentioned. There is a reference to a township in Randolph county, on a record dated January 1799 (#130). James Piggott had reproved the court in 1791 (#133) for not having laid the county out in townships. This reference to Mitchie township is

\*\* op.cit.; CXLIX and 506-503 \*\*\*AWPA Illinois Hist. Rec. S. Inventory...county archives...No. 88 St. Clair county (Belleville), Chicago, 1938:49

\*\*\* Alvord discussed the probability of the Kaskaskia records having been destroyed. op. cit. LXIII.

Perhaps the first record discovered of township division before 1800. One record (#171) refers to Ste Genevieve as being located in the Illinois in 1793, which requires an explanation.

### The French of the Records

Many of the records in the French language have been ably translated by Mr. Huoy, a former employee of the Archives Department. As stated above, 7 of the 38 MS under review were translated by him. The reporting assistant has had to read each MS over carefully, of course, to prepare the calendar entries and the slips for the Name Index. Small errors encountered have been corrected. Mr. Huoy has undoubtedly had the advantage of knowing the French quite intimately, which enabled him to guess the intent of the writers, especially in the case of the many ~~expressions~~ in the sales inventories, some of which, even if spelled correctly, do not appear in the ordinary dictionary. Quite a few of these terms ~~encountered~~ in the MS under review have not yet been translated and notes have been made for future attention. To indicate the nature of these difficulties, a list of selected words and phrases is given here.

<u>Original Spelling</u>	<u>Corr. Sp.</u>	<u>Meaning</u>	<u>Doc. #</u>	<u>Context</u>
Ache	haehen.f.	ax	171	
arminets			171	
assau	asseau.n.	slater's hammer	171	
bequiete			171	un per de quietes
<sup>bi-on</sup> Bergobee			135 151	some sort of cloth
calese	calèche.n.f.	carriage	171	
capaux	capot.n.	coat	171	
casatete	casse tête.n.m.	tomahawk	171	casatete a couvrir
serrure	serrure.n.f.	lock	171	
chileg	gilet.n.m.	waistcoat	171	
culautes	culottes	trousers	171	
dece	decès.abbr.?	death	171	
efaites	effects	goods	171	spelled also correctly in same MS
endaures	en d'or?	in gold	161	
equim		square	171	
fonsille	faucille.n.f.	-sickle	135	
frit		chip?	175	et payera les frits
fuisill	fusil.n.m.	gun	171	
fuses			135	
harnois	harnais.n.m.	-harness	170	used adjecti- val



haut mal	syn. mal caduc	epilepsy	160	used alternately
iften, pair de			135	
manchoir de loge	mangeoire de loge	box crib	178	
pass partout	passee partout	compass e	171	
piochose	pioche	saw		
porte fait	porte fer(?)	pickax	166	
fappe	rape, n.f.	iron stand	171	
scigot	selette, n.f.	rasp	135	
		stonecut		
scoulier	sculier, n.m.	ter's saw	135	
tarau	tarand	shoe	171	
tillet	tille, n.f.	screw tap	171	
		carpenter's		
turbulation	meaning clear, but not in Oxford or Cassell dict.	hatchet	135	
vache courant	milk cow or cow in grass		171	une vache courant et son veau de un an
valle de minuscier valet (?)...		carpenter's		
		kit	177	

**ILLINOIS STATE LIBRARY**

**ARCHIVES DEPARTMENT**

**Reports for August, 1943**

I. Checked field reports for sixty-eight (68) county offices and picked out and wrote up the records in the various county offices recommended by the officials to be put on Micro-film.

II. Dictated and checked my field visitors report for the month of July, covering all field visits to 23 counties and consisting of 83 typewritten pages.

III. Supplemented report on Wabash County Micro-filming of county records, two (2) typewritten pages.

IV. Several conferences with Miss Norton on the Micro-filming of county records.

V. Conferences with Miss Rogers and Miss Norton on problems pertaining to Micro-filming and Photostating.

VI. Received eight (8) letters from county officials--requesting us to contact them on Micro-filming of their records. Thanking us for services rendered such as sending Final Legislative Synopsis and Digest. Transferring information on Birth Indexing methods from one county clerk to another. Requesting copies of recently passed bills.

VII. Wrote eleven (11) letters and sent out eight (8) copies of Final Legislative Synopsis and Digest to various county officials.

VIII. Attended several conferences of which a separate report is enclosed for each.

IX. Spent several days working in the Photostat laboratory. Special work for Miss Norton. Photostated the Circuit Clerks 12-13 ~~WPA~~ <sup>WPA</sup> forms (74) for the Circuit court Recorder of Wabash County at his request.

X. Checked for Photostating Alexander County 12-13 ~~WPA~~ <sup>WPA</sup> forms (167) for the county and circuit clerks including Probate Records - County Board - Board of Review - Taxation - County Court - Drainage Records - Circuit Court and Recorders Records.

Monthly Report  
(con't.)

XI. Indexing compilation of all laws relating to County officials, Illinois Revised Statutes, 1839 - Ch. 46 Sec. 120 to Ch. 64, Sec. 56. Wrote seventy-five (75) slips. (Index).

XII. County officials from five (5) counties visited the Archives Building, several met Miss Norton and made a tour through the building.

September 3, 1943

Conferences Attended During the Month of August, 1943

Doctor O.K. Sagan, Head, Statistical Department, called me by phone and requested that I have a conference with him in regard to the information secured from the various county clerks throughout the state during my field visits in respect to the W.P.A. birth indexing project.

During my field visits to the various counties one of the main questions the clerks had on their minds was the completion of the W.P.A. birth indexing project. Twenty-five percent of the county clerks in the state have been left with an unfinished birth indexing project after having spent considerable time and money cooperating with the W.P.A. and the Department of Public Health in making a complete state birth index.

I made it very plain to the county officials that the Archives Department was connected in no way with the W.P.A. birth indexing project and that we are only interested in this information from the angle that we are helping the county officials in finding a solution to this pressing problem. There is a tremendous call for birth certificates at the present time, and the project was left in such a way that all delayed births have been refiled, thus making the original index of no value. The Health Department informed us sometime ago that they intend to complete some of the birth indexing projects through the cooperation of the IBM. If they are not completed, it will be necessary for the county officials to hire additional help to resort the birth certificates so that they will be able to use their original index. They all feel that they have been completely let down by the Department of Public Health. Doctor Sagan informed me that the IBM was working at the present time on Hancock County and would have it completed in a couple of weeks at a moderate cost of \$250.00 additional to the ~~cost~~, but for larger counties like Kane, to complete the birth index in that county it would probably cost around \$2,000., which would be prohibitive. He also said that the IBM has given them permission to rebill some of the counties.

I informed Doctor Sagan that the Archives Department did not wish to become involved in any controversy between the county officials and the Health Department over the W.P.A. birth indexing project but were only interested from the county officials stand-point in finding a solution which would help the various county clerks to regroup their birth records in such a way and at a moderate cost so that they would be able to use as soon as possible their original indexes for birth certificates. He thanks us for the cooperation we have given the Health Department in trying to find a solution to the above problem.

**Conferences Attended During the Month of August**

I met with the Executive Committee of the County Clerks' Association, the Committee having representation from Warren, Jackson, Rock Island and La Salle Counties. I also met with the President and Vice-President of the Association. This Committee had a meeting in the Conference Room of the Archives Building.

The President of the Association and the County Clerk from La Salle County met with Miss Norton, the Archivist, and made a tour of the building.

On August 15th, Mr. Witte and his wife, County Clerk of Adams County, had a short conference with the Archivist and also made a tour of the Archives Building.

The above persons who made a tour of the Archives Building secured several valuable suggestions from the State Archivist, especially the County Clerk from La Salle County, who received information from Miss Norton on the preservation and taking care of records specifically on the types of material to use in cleaning his record books. Mr. Witte received valuable information on the use of the Dulcoal mending film. Microfilming was also discussed in great detail by the President of the Association and also by Mr. Witte with Miss Norton, and several valuable suggestions were secured from these talks.

ILLINOIS STATE LIBRARY  
Archives Department

MICROPHOTOGRAPHY OF COUNTY RECORDS

The Archives Department of the Illinois State Library is anxious to cooperate with County Officials in all matters relating to better preservation of County records. The property and citizenship rights of every person depend upon the records in the custody of the County, and every possible protection should be given to these records. In case the original records should be destroyed through fire, flood or other catastrophe, it should be possible to reproduce the records.

The cheapest form of such insurance against loss is by copies made on 35 millimetre microfilm which can be enlarged for reading through projector reading machines or enlarged to the size of the original on photographic prints.

In addition to the insurance angle of county records, the State Library is interested in securing copies of early county records for use in historical research. No State department has any authority to issue certified copies of County records and the microfilm copies on file in the State Archives will not at any time be used in such a way as to reduce fees belonging to the County agency.

The Illinois State Library has both a limited staff and a limited budget, and does not wish to compete with commercial concerns which specialize in microphotography. However, war conditions make it difficult if not impossible to procure commercial service of this sort, and in the meantime the physical hazards resulting from overcrowded county vaults are becoming more serious daily.

Insofar as microfilming can be done for the counties without handicapping its necessary service on State records, the Illinois State Library will make microfilm copies of County records on the following terms:

1. If the records are brought to the State Archives Building for microfilming, transportation of the records to and from Springfield being at the expense and risk of the county, we will make a master film copy to be housed in the State Archives free. If the County wishes one or more duplicate copies or photographic enlargement at the same time, we will furnish the same at the cost of the materials.

2. If the County is unable to bring the records to Springfield for copying, we will allow our photographer to go to the court house to make the copies, provided the county pays his traveling and living expenses while away from Springfield. We will make one master copy to be kept in the State Archives, and one copy for the County, for which we will make no charge. Additional copies and enlargements will be made for the county at cost.

We recommend the records be brought to Springfield in person by the County Official charged with their custody, and that he stay with the photographer while the work is being done and that he personally check the records out and into the special vault in the morning, at the lunch hours and at night. The archivist will ~~issue a certificate that no one has had access to the records while~~ in the special vault. In this way the official will protect himself against charges that the records could have been tampered with while out of his official custody. It is also desirable that the County Official transporting his records be accompanied by the sheriff or other police office.

We prefer to have the records brought to Springfield, if possible, because we can do better work in our photographic laboratory, and with less interruption to our regular work.

The cost of microfilming records depends upon the size and condition of the document to be copied. Cost of film is estimated on the basis of the number of "frames" used; that is, ten pictures to the foot of film. When the documents to be photographed are of legal size or slightly larger, and the writing is legible and fairly even in tone, it is practicable to copy two pages at once on ~~one~~ ONE frame. The cost of materials per frame is approximately one cent. This would make the cost of a microfilm copy of a standard ledger volume about \$3.30.

Plat books of extreme size do not microfilm well because of the great reduction in size. Pages in volumes larger than an average newspaper size should be copied by the photostatic process.

The time required for microphotography depends entirely upon the condition of the documents to be copied. At least half a day should be counted upon at the beginning of each project for setting up the camera, experimental shots, etc. A volume in good legible condition can be filmed in a few seconds per page, but where documents are fragile or have to be unfolded more pains must be taken with the documents. It will probably take from one to three weeks to copy all the records of a county.

August 1943.

**ARCHIVES ACCESSIONS**

**August, 1943**

**Documents**

**Division of Waterways**

**1824 and 1830 Maps of Canal**

**2**



# **ARCHIVES REFERENCE**

**August, 1943**

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General Assembly	120
Secretary of State	
Corporation Department	
Annual Reports	42
Index Cards	20
Court of Claims	
Closed cases	7
Executive Department	
Criminal Records;	
Pardon Records	2
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Index Department.	
Deeds to State property	3
Election <del>Records</del>	43
Enrolled Laws	10
Government Correspondence	2
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<b>None Routine Calls</b>	
Genealogy	4
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(see also above under Routine Calls)	
Archives technique	1
<b>Mail Inquiries</b>	
County Work	20
Historical	7
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	<hr/>
	441
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(re technique)	3
	<hr/>
	444

# ARCHIVES CATALOG

August, 1943

## Catalog Cards

Made by General Cataloging Dept.

24

Made by Archive Cataloging Dept.

General Assembly-1875

254

Discards

27

## Index Cards

None

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750

# ADMISSION TO VAULTS

August, 1943

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Civil Service Commission	9
Commerce Commission	3
Insurance	2
Public Instruction	4
Reg. and Mfr.	43
Secretary of State	
Court of Claims	2
Executive Office	28
Index Department	1
Treasurer	16
Vital Statistics	23

**ARCHIVED FIELD VISITS**

**August, 1943**

**No visits were made during month of August.**

ILLINOIS STATE LIBRARY

Archives Department

Report for September 1943

Accessions

Deeds and abstracts for State property were filed as follows:

For Mason County State Forest. 7 documents

For Campus development at the Southern Illinois Normal University. 14 documents

Various deeds, abstracts and correspondence relative to land acquisition from the Public Service Company of Northern Illinois. 27 documents

Auditor's Vouchers. I talked on September 13 with Mr. Hardie, chief clerk of the Auditor's office, at his request, concerning the destruction and transfer of vouchers. According to an act passed at the recent General Assembly, the Auditor of Public Accounts may destroy any vouchers twenty years old provided the archives shall first be allowed to select any vouchers deemed of historical interest. The purpose of the bill is to get rid of the tremendous accumulation of old age assistance vouchers as well as other modern vouchers which now run into the millions each year. Although a register of vouchers is kept, Mr. Hardie thinks the State Employee's Pension Commission may require the preservation of original vouchers, therefore he does not propose to destroy any vouchers at all for a while. I suggested that those vouchers be transferred to the archives but he said the burden of sorting out payroll vouchers would be too great. I then suggested that all vouchers prior to 1870 be sent to the archives, which would relieve some space for working with later vouchers. We visited a State House basement storeroom, but Mr. Hardie said most of the earlier records are in a warehouse. The boxes of vouchers were in great confusion, apparently each box labelled as to years, but years mixed. 1943 boxes are next to 1820, some boxes apparently contain vouchers for one month, some for several years. Mr. Hardie agreed to send all vouchers up to and including the year 1870, also vouchers of a later date found in the same box with vouchers dated prior to 1870. I told him that I would say positively that we want every voucher up to 1870 and that we will probably take vouchers of a later date, depending upon what he decides to do about keeping them. I suspect that if the pension commission wants the later vouchers we may be asked to take all vouchers up to 20 years back and to select for destruction those not wanted. Both Mr. Hardie and I are moving cautiously in this

ILLINOIS STATE LIBRARY  
Archives Department  
Report for September 1943

Page 2

matter. The law says the Auditor is to destroy the vouchers but seems to put the burden of decision on the Archives Department. I think the matter might well be put up to the State Records Commission.

Mr. Hardie again stated that there are other Auditor's records which he thinks ought to come to the Archives, mentioning specifically the old State House Commissioners Records. He said he was awaiting an opportune time to ask Mr. Lueder for permission to transfer them.

Mr. Vogel of the Index Department and Mrs. Triebel, his head file clerk, came in one day to discuss transfers to their departmental vault. Mrs. Triebel had mentioned casually to me a day or so before that they had just purchased "some plastic files" for their vault. I told her that Mr. Hughes had ruled against relaxing the nothing but steel equipment regulation and that they could not be placed in their vaults. Furthermore, practically all the space assigned to this department is already filled. Since no Secretary of State's correspondence has been transferred to the archives since the 1931 correspondence, I suggested that several years might well come into the archives. Mr. Vogel was agreeable to this. The transfer will be made about December 29, at the time the 1944 file is set up.

I again asked Mr. Vogel's advice about getting the 1943 Senate files and he again advised waiting. He said he had difficulty getting the Senate Journals for printing, and finally had to go over Mr. Alexander's head to Mr. Cross before he got them, and then they were so confused that he had much difficulty in editing them. He says not to worry that the files will come eventually, and that if they don't that is the Senate's worry. I reminded him that we never did get the Senate files for one of the special sessions, 1930, if I remember correctly. Mr. Vogel said, "You'll probably get them in a week or so." I think he intends to drop a hint to Mr. Cross.

Mr. Vogel will also transfer more enrolled laws soon. We have thru 19

The circuit clerk and recorder of St. Clair County notified the Assistant State Librarian that the county does not intend to transfer any more records as they have plenty of room there. Some time ago he had asked Mr. Blood if we would take some of his earlier plat books which had been transcribed and for which he no longer had room. This proposal seems to have met with opposition from the county highway department which is not satisfied with the quality of the transcription. We had also thought this might be an opportune time to ask for other early records of the same period as those in the Perrin Collection.

Negotiations for transfer of the Kaskaskia records are still pending due to the illness of the Assistant State Librarian who was unable to attend a county board meeting to which she had been invited by the circuit clerk. Mr. Severns who has recently been doing some microfilm copying down there says that the circuit clerk wants to send them but that there will be considerable local opposition. In his last note, Mr. Severns remarks, "I certainly agree with you that the material from Kaskaskia should come to your department. I do foresee a great deal of opposition. People in Randolph County seem to feel that the historical significance of Kaskaskia, Prairie du Rocher, and Fort Chartres has been slighted in favor of Cahokia. I find that the chairman of our committee has unwittingly contributed to this feeling by a speech on the occasion of the dedication of the restored Cahokia court house in which he stressed the political controversy and inner strife that beset Kaskaskia. I trust that we can help to correct this feeling by giving proper place to the significance of the Randolph settlements."

Inasmuch as the Garrison Hill Cemetery, Kaskaskia State Park and the Menard Home all were taken over by the State before anything was done at Cahokia, I see no reason for such jealousy. He again urged me to ask you to do something with the books in the Menard home. Do you think there is any possibility of working through the Department of Public Works and Buildings to get the records transferred here for research on post war park developments? Both Mr. Rosenfield and Mr. Casey seem very friendly to the archives. Mr. Casey suggested that when we get the canal records in shape and the exhibit up, I should drop Mr. Rosenfield a note inviting him to visit the archives. I want to do a little more work on the records first. It might be a chance to discuss the Randolph County situation with him.

#### Departmental Vaults

Miss Hazel McNamara, head file clerk for the State Treasurer, has presented us with a copy of all records in the Treasurer's Departmental Vault. No records were transferred without prior authorization, but the records have come in a few at a time so that it has been impossible for us to know what was up there, and Miss McNamara has just finished re-arranging them. Included in the inventory are several early volumes which we can probably get transferred to the archives. Mr. Willard, chief warrant clerk, said that he thought all bound volumes up to a certain date should be in one place, rather than part in the archives and part in the departmental vault. I am waiting for a chance to discuss this with him again.

ILLINOIS STATE LIBRARY  
Archives Department  
Report for September 1943

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For your information, the following volumes are suggested as suitable for transfer to the archives:

Bond record	1853-71	1 Vol.
County bonds and interest registers	1866-69	1 Vol.
Register state bonds new stock	1837-47	1 Vol.
Record of state bonds	No date (if early)	1 Vol.
Cash book	1823	1 Vol.
Cash book	1867-69	1 Vol.
Cash and warrant journal	1823-24	1 Vol.
Fund book	1862-66	1 Vol.
Fund book	1867-71	1 Vol.
City & county interest register	1868	1 Vol.
Interest paid at treasury	1825/26	1 Vol.
Interests on deposits	1828-30	1 Vol.
Receipts for interest paid by state	1843-64	3 Vol.
Vandalia records of State Treasury	1827-28	1 Vol.
Cancelled notes E	1862-68	1 Vol.
Mutilated notes record	1854-55	1 Vol.
Warrant journals	1861-70	1

The Division of Architecture and Engineering of the Department of Public Works and Buildings brought over their file of old and original specifications. Mr. Casey, Assistant Director of the Department, had visited us several days before and had inspected the vault space allocated to his department. He was apparently much impressed with the building and said he would direct his division chiefs to avail themselves of the space at their disposal.

Liquor Revenue and Secretary of State, Mr. Hughes' Private Office, also transferred records to Departmental Vaults.

### Visitors

Sister Paschala, Archivist for the Dominican Sisters of Wisconsin, stationed at Saint Clara motherhouse convent at Sinsinawa, Wisconsin, accompanied by Sister Titus of St. Thomas high school in Chicago, spent two days here. Sister Paschala was looking for ideas, but I think I got more from her than she from me. I was particularly interested in her description of the Annals kept by each convent. I suppose that is general in Catholic orders, but I had not had as good a description before. The Mother Superior of each convent is required to keep a detailed diary of all matters relating to her convent, both in relation to its internal affairs and its relations with the outside world. She is required, for



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Archives Department  
Report for September 1943

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instance, to give a detailed analysis of any changes in curriculum, text books and methods of teaching, with illustrations. Newspaper clippings and copies of other publicity must be attached. One copy is retained in the local convent, the other sent to the Motherhouse archives. This is something which should be required in every government agency also, and it is what I am attempting to do in these rather detailed monthly reports. I want her to write a description of the organization of her records for Illinois Libraries because we have had several requests for help in the care of motherhouse archives.

Mr. Herbert S. Bobbitt, circuit clerk of McDonough County and president of the Circuit Clerks' and Recorders' Association, paid us another visit September 3d. He is working on his program for the next meeting, which is to be held in Springfield, and I have promised to speak. I think now that I will talk about vaults and equipment. I don't think they want a "pep" talk on archives.

Professor Deutsch of Washington State College, Pullman, Washington, also a member of the Washington State Archives Planning Commission, was here September 13th. His college has recently acquired a Lincoln collection and is sending him about the country to get ideas. He had been to the Historical Library and Abraham Lincoln Association, and wanted to see the Archives Building.

Professor Randall of the University of Illinois, who is writing a book on Lincoln the President, spent several days here. We are making a number of copies of our and the Historical Library collections for his use.

Mr. Denke, head of the California State Council of Defense and Fire Prevention, was a visitor to the Archives one day when I was working with some one else. He had little time, so Mrs. McFadden showed him about. He was particularly interested in the fire alarm system, but expressed himself as being very much impressed with the beauty and usefulness of the building. I am sorry to have missed him.

#### Staff Notes

Lovenia MacDonald succeeded Lizzie Turner as Matron on September 1st.

Mrs. Mary Doolen began work as typist on September 13. We loaned her to the Collections Department for several days to help in their rush season.

Miss Betty Ann O'Brien, clerk, left on September 15. She was here for six weeks this summer.

Miss Scheffler began taking the noon (11:30 to 1) shift in the Reference Room on September 21. It seemed best to relieve Mr. Hansen from this task because he so often has work coming in that makes it inconvenient for him to stop for so long a period plus his lunch hour.

Mrs. McFadden took the second week of her vacation September 20-26.

The application of Miss Elza Robillard de Marigny of Brazil for an archives internship has been received and accepted. She is expected about November 1.

The archivist received her credentials as field representative of the National Archives for Illinois and the St. Louis district. She has also been appointed a member of the Committee on Archives Buildings of the Society of American Archivists. Capt. Victor Gondos, Jr. of the War Records Section of the National Archives is Chairman.

Book reviews by the archivist appear in the current numbers of two periodicals:

In Library Quarterly: The eighth annual report of the archivist of the United States and the third report of the Roosevelt library.

In Mississippi Valley Historical Review: Ernest Poole's "Giants Gone: The Men Who Made Chicago".

#### Archives Building

A display cabinet purchased from the Shell Oil Company has been partially installed in the second floor lobby. It needs a base, repainting and a key.

The Board of Nutrition Education of the Department of Public Health held a meeting in the Conference Room on September 27th.

A key to the outside door of the Archives Building was made for Mr. Call on order of Mr. Wernsing, apparently after the application had been rejected by the Assistant State Librarian on the ground that there is always a watchman on duty. The archivist, who with the Assistant State Librarian, is supposed to be responsible for the issuance of keys to the building, learned of this by accident. Mr. Call later signed for his key. I suspect that duplicate keys have also been issued to watchmen. At any rate, one watchmen showed me a badly bent key and asked for a replacement. I sent him to Miss Rogers. I do not think he went, but I notice there is a fresh new key on the watchman's ring. I think, but cannot prove, that another watchman is carrying a key to the building.

### Publicity

At the time we sent the mimeographed bulletin on S B 250 to county officials we also sent a copy to the publisher of the Illinois County and Township Official. Without any suggestion on our part, he published it entirely in the September number. I, of course, wrote him a note of thanks. He intimated to Mr. Blood later that he would be glad to publish other items we submit. I have written an article on vaults for the November issue of Illinois Libraries. Will it be all right to condense this later and send to this periodical for publication?

### Work Report

Mr. Wetherbee has spent most of his time in the reference room the past month. Mr. Ciaccio, Mr. Iben and Miss Scheffler are being instructed in the reference room routine so that the absence of Mrs. McFadden or Mr. Wetherbee will not be so serious as it was after Mrs. Nelson left. Except for the lunch hour, I do not plan to have Miss Scheffler regularly assigned to the reference desk. She has filing that takes that much or more time every day and can just as well as not do it during the slack lunch period.

Mr. Wetherbee is filing back all returned records, particularly those for the corporation department. The annual reports will be coming in before long and I am not sure just how they will be handled this year. This is not a job for an inexperienced file clerk.

Mr. Ciaccio expects to finish making index slips for the Adams County Commissioners' proceedings this week.

Mr. Iben continues his work on the Perrin collection. 65 records were handled, all but one belonging to the period 1787-1800. Of these, 44 are in French, and only 5 translated by Mr. Houy. Many of these involved dialect and semi-literacy and require much time to decipher. 334 slips were prepared for the name index, though many of these can probably be combined before typing. This week he is bringing my archives bibliography up to date.

The archivist spent about a week on the canal records, preparing a one cabinet exhibit and refilling and making preliminary catalog slips for the miscellaneous unbound material. She has also written slips for all entries in the canal records inventory preparatory to reclassification of the bound records. This work will be finished as an exercise in classification for Miss de Marigny.

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Archives Department  
Report for September 1943

Page 8

Mrs. McFadden and Mr. Iben have been repairing manuscripts with the Dulseal. Mrs. McFadden repaired 22 House bills for the year 1879. Mr. Iben did not report how many pages he repaired.

Mrs. McFadden is still typing folders and unfolding 1943 House bills. Now that the index cards have arrived, she spends her reference desk time on indexing the census report. As she was away on vacation one week and has only an hour and a half a day away from the desk on alternate days, she does not have much progress to report.

The transcripts of county commissioners proceedings, covering the period from the organization of the county to date, made and deposited by the Historical Records Survey are of great historical value. The transcripts are written in pencil on paper of varying sizes and are difficult to use in their present form. We may have to return them to the post-war successor of H.R.S. We are therefore to concentrate this winter on getting as many as possible of these 900 volumes typed, doing the earliest volume for each county first. Several volumes have already been copied in triplicate. The archivist is reading proof herself because she can judge better whether errors were in the transcription or were made by the original writer.

Two articles written by the archivist this month took considerable time--an article on Records Vaults for Illinois Libraries and the archives section for the Blue Book.

### Reference Work

At the written request of Mr. Pierre DuPont of DuPont de Nemours Co., who is writing a book on the history of the manufacture of explosives, Mr. Wetherbee spent several days going through the 1850, 1860, 1870 and 1880 federal census schedules on industry. Only two such companies were found.

We prepared transcripts of the H.R.S. inventories at the request of the county officials of Wabash and Alexander Counties. Mr. Blood edited the work sheets and Miss O'Brien and Mrs. Doolen typed them off on cards to go into our county card file. We then photostated the cards, reducing them in size to get a maximum number to the page. We sent them out stating that we assumed no responsibility for the accuracy of the inventory since it had not been done under our direction.

Mr. Hansen did 224 exposures and one photostat of selected Perrin documents for Mr. Severns' use. Mr. Severns ran out of film while he was in southern Illinois and phoned us. We sent him three 100 foot rolls. As the use date had expired on these and as the film will come to us eventually, we did not charge him for this.

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Report for September 1943

Page 9

Mrs. Grim of Washington State Library left a lengthy questionnaire on archives handed her by Prof. Gates. We did not have time to go over all of these questions, so I dictated replies later and sent a copy to her and to Miss Stephens of the Oregon State Library. Miss Stephens wrote later that her board of library trustees had a meeting to discuss archives and passed a resolution recommending "that any bodies concerned with post-war planning consider carefully the need of a state building planned for housing state archives, and also recommends that the librarian of the State Library be consulted in connection with this building." She sent me a confidential copy of the minutes, which she felt we should know about as it was the result of her visit here.

On request of Mr. Karl Trever, news notes editor for the American Archivist, I compiled and sent him a list of our Illinois archival publications for the period July 1, 1942 to June 30, 1943. As this list comprised only items from Illinois Libraries and as it was a rush request during the illness of the Assistant State Librarian, I did not submit it for an official O. K. before sending it out.

Photographic Laboratory

	<u>Exposures</u>	<u>Enlargements</u>	<u>Photostats</u>
Communist petition, for			
Index Dept.			10
For Mr. Blood			6
For Miss Rogers: a certificate			1
Corporation Dept. Recording			
2 documents			46
For Miss Rogers: 3 pamphlets			103
For Alexander Co.-			294
Inventory cards			
(N.B. I think this is the			
number of cards, not sheets)			
For Mr. Severns	224		1
for Miss Davies: 1 pamphlet			74
For Miss Skogh: a poster			2
	<hr/>	<hr/>	<hr/>
	224	0	537

Respectfully submitted,

Archivist

**ARCHIVES ACCESSIONS**

**September 1943**

**Secretary of State. Index Dept.**

**Deeds and abstracts to State property**

**3 cases**

**53 documents**

# ARCHIVES REFERENCE

September 1943

## Routine Departmental Calls

### Secretary of State

#### Corporation Dept.

Annual Reports	65
Index Cards	18

#### Executive Dept.

Records of State & County Officers: Notary Public	1
Trade Marks	2

#### Index Dept.

Deeds to State Property	1
Election Records	12
Enrolled Laws	20 119

## Historical and Genealogical

Genealogy	5
-----------	---

### Historical

Lincolniaana	5
State House	1

## Mail Inquiries

Historical	3
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Archives Technique	10
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County Officials	7
------------------	---

Genealogy	1
-----------	---

Miscellaneous	<u>3</u>
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154

# ARCHIVES CATALOG

September 1943

## Catalog Cards

Made by General Catalog Dept. 10

Made by Archives

H R S checklist	1	
General Assembly, 1873-77	834	
Withdrawals		75

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835

## Index Cards

1850 federal census: Adams Co.	
p. 320B	504



# VAULT ADMISSIONS

September 1943

Auditor	4
Civil Service	1
Commerce Commission	7
Insurance, Dept. of	3
Liquor Control, Div. of	2
Liquor Revenue Div.	1
Public Instruction, Div. of	1
Registration & Education, Dept. of	45
Secretary of State	
Executive Dept.	25
Index Dept.	4
Treasurer, State	16
Vital Statistics, Div. of	2
	<hr/>
	111

# ARCHIVES FIELD VISITS

September 1943

Sept. 9	Salem
10	Mt. Vernon
11	McLeansboro
23-24	Peoria: Illinois Association of Township Officials

ILLINOIS STATE LIBRARY

Archives Department

Report for October, 1943

Accessions. None

Departmental Vaults.

The State Treasurer transferred 59 warrant ledgers bringing this series up to the middle of 1943.

Staff Work.

The archivist, having been away on vacation the first three weeks of the month, has no special report on accomplishments. Most of last week was devoted to clearing up odds and ends that accumulate during one's absence, and to writing an article for the December issue of Illinois Libraries. A copy of this article is hereby submitted for approval as a discussion paper to be presented at the November 15-16 meeting of the Society of American Archivists. As this discussion is limited to ten ~~minutes~~ <sup>minutes</sup>, as given this article will have to be cut about in half. I do not intend to be present at the meeting but the chairman has asked me to submit this statement anyhow. If you or some one else goes as our representative, that person can read the paper.

Mr. Wetherbee reported on several interesting reference calls, and I quote the same as samples of types of reference use made of the archives.

"Mr. H. Paul Jones of the Division of Waterways was here twice with regard to information on the Illinois and Michigan Canal. Mr. McCoy of the Division of Highways had photostats made of seven deeds to highway properties. These made a great number of photostats. I arranged them for him, grouping them by the properties described.

"A Mr. Gordon was here one afternoon seeking information on legislation and the legislature 50 years ago. He wanted the personnel of the General Assembly, how apportioned, number and type of bills introduced and passed, and miscellaneous information for the state in 1893, as population, number of persons voting, etc. etc.

"Mr. Beeton of the Architect's Office wanted some information about W. W. Boyington, the architect who completed the present state house. I went through all the documents we have on the construction of the state house in the file of miscellaneous reports and found a letter in which Boyington states the terms under which he will accept the job of completing the building. All these papers I unfolded and put in

folders. Mr. Booton also wants to consult the specifications for different types of work to be completed in this period, 1885-1887. (N.B., doubt if these are in the archives though we have a number of reports; He said he would come over some day when he had time."

The third floor work room was repainted during the month, which meant a slight rearrangement of work assignments. Mrs. McFadden spent seven full days (instead of the usual half time) in the Reference Room, which means that her work shows up chiefly in the statistics of indexing. She repaired the complete file of Armour & Co. for the Corporation Department, which took the greater part of two days. She reports, "I am alternating my work, indexing from reading machine, and typing folders for General Assembly." This typing of folders for the 1943 General Assembly involves handling about 1600 folders.

Mr. Iben has been bringing our bibliography on archival technique down to date. He reports that 20 additional manuscripts of the Perrin Collection were calendared and indexed during the month, 197 slips being added to the name index. This name index has not yet been typed as there can be many combinations of slips as each period is finished. Therefore Mr. Iben's work does not show up statistically. The last of the 240 records for the period 1787-1800 have now been indexed and calendared, and translations completed. Mr. Iben has translated the more difficult documents which Mr. Houty omitted and has rechecked the translations previously made. He is repairing documents which are disintegrating, but not those which it is safe to hold for post-war lamination. Eight documents listed in the Perrin index have not yet been located, though the total number of documents was accounts for when Mr. MacDonald checked them in. These documents are doubtless merely misfiled rather than missing.

Joe Ciaccio has been substituting in the Shipping Room for several weeks. Before he left he had made a good start in typing the first volume of the Christian County Commissioners' Proceedings. If this is a permanent rather than a temporary transfer I should like to have him come back long enough to clear with me as to the exact status of this and other work on which he was engaged at the time I went on my vacation.

Mrs. Doolen was loaned to the Collections Department for a couple of days during my absence.

Miss Koval and Mrs. Doolen are typing on county commissioners' records. I am anxious to get at least the first volume for each county transcribed and indexed.

Miss Scheffler is still working on analyticals for the General Assembly records for the year 1879. As this work is

not yet ready for my revision she has not as yet typed any cards. After she has done one year and I am sure she has the procedure and forms well in mind, I do not expect to have to do detailed revision on her work. She has done preliminary filing on previously unfiled cards in the name index and has begun refiling to change from the Soundex to a straight alphabetical index. She has refiled approximately 8100 cards.

### Archives Intern.

Miss Elza Robillard de Maregny, an employee of the Brazilian government, began work as an intern in the Archives Department on October 25th. She is one of the dozen employees chosen by competitive examination by her government to spend a year of study and travel in the United States. She spent her year studying public administration and archival administration at the American University at Washington, and has secured an extension of her time to get practical experience here until the first of the year. She is being given some practical experience in filing of correspondence. She has done some filing in her home office, but wishes to discuss practical problems as she notes them in doing the work here. I plan to give her two or three weeks' experience with that type of work, then to have her work with me in the various steps required to prepare the canal records for public use. On November 1 a series of lectures on archives administration open to all members of the State Library staff was started.

Mr. Blood took an examination for field visitor for archives on October 16. I do not know who wrote the questions which were given, but cannot see how those questions could in any way test the capacity of Mr. Blood or any one else taking the examination for archival field work. I am sure that Mr. Burt, the outstanding authority on the subject could not pass this examination, and am not sure that some one just out of library school with no qualifications could not have passed it.

Mr. Iben took an examination at the same time for senior library assistant. I have not talked with him specifically about this subject, but assume this examination was correct for that position. He is qualifying himself by sincere interest and private study for archives work and he certainly has the qualifications for becoming a good archivist. I would not at this time suggest an archival examination for him, but rather leave him under his present title. If there is a change of administration and if he has by that time decided to stay in the archival field, we might think it safer to give him an archival civil service rating.

The State Library put on a demonstration of micro-photography at a called meeting of the County Clerks' Association held at the Abraham Lincoln Hotel here on October 30th. Mr. Hillen, president of the Association, suggested that he thought such an exhibition would help some of the county clerks to visualize it. At his request I spoke briefly (about 2 or 3 minutes) explaining the purpose of the exhibit, the two applications of micro-photography to county record work, and inviting members to bring their record problems to us. Mr. Hansen and Mr. Blood stayed all day. I stayed until after two o'clock. I did not think it necessary to remain until after the meeting adjourned because I knew the men would dash for home afterwards. We took down our camera, the small reading machine, sample films and enlargements, etc. Of the 40 or so present perhaps half a dozen took time to ask questions. Most if not all looked at it enough to get some picture of what it is like. We did not feel like asking program time for a demonstration. The morning session was devoted to a discussion of recent changes in election laws with Mr. Vogel and Mr. Butler answering questions; a very hot discussion of the birth registration situation, in which Dr. Woodruff (who sent an assistant rather than coming himself) was caustically critized for his uncooperative attitude, ended the morning session. When this criticism was resumed at the opening of the afternoon session I felt I ought not to remain. I went out in the hall to talk with Mr. Morris, editor of the Illinois County Official during the severest part of the talk. I have cautioned Mr. Blood repeatedly the past few months to refuse to discuss birth records with county officials, but to refer all inquiries to Dr. Woodruff, for we do not want in any way to get involved in this controversy. I have no reason to think Mr. Blood is not obeying these instructions.

#### Archives Building.

The Conference Room was used once by the State Nutrition Committee.

The 3d floor workroom and men's rest room have been repainted the same soft green which we all like so well in the State Library Rooms in the Centennial Building.

#### Photographic Laboratory.

	Photostats	Microphotography Enlargement
For Finance Dept. Maps	4	
For Highway Dept. Deeds	64	
For Waterway Dept.: I & M Canal	6	
Corporation Dept. Recording	45	

(Continued)

Photostats

Microphotography  
Enlargement

For Miss Dieckhaus: Certificate	8	
*Richland County Inventory	210	
*Marion County Inventory	668	
Prof. Randall, U. of I.		
Lincoln items	<u>106</u>	<u>29</u>
	1111	29

\*Several of the counties for which HRS inventories have not been published have requested copies of their worksheets. Instead of photostating the worksheets which would be too expensive, Mrs. Doolen takes off the information on cards using HRS forms. These cards are then photostated, reducing the size to get as many as possible on one sheet. The original cards are then added to our card inventory. (We got the card inventories from HRS for all published volumes). In counting the photostats Mr. Hansen is evidently counting the number of cards which resulted from cutting up the larger sheets. Mr. Blood is not asking county officials if they want us to make the copies, but we are doing it when they themselves request it.

Respectfully submitted,

Archivist

# ARCHIVES REFERENCE

October 1943

## Routine Departmental Calls

General Assembly	
Governor	10
Correspondence	2
Secretary of State	
Corporation Dept.	
Annual Reports	40
Index Cards	21
Executive Dept.	
Internal Improvements	4
Land Records	2
Records of State & County	
Officers:	
Notaries Public	3
Trade Marks	4
Index Dept.	
Deeds to State Property	21
Election Records	17
Enrolled Laws	24
Securities Dept.	
Closed cases	4

## Historical and Genealogical

Genealogy	4
Historical	18

## Mail Inquiries

Archives Technique	7
County	4
Genealogical	2
Historical	5
Miscellaneous	4



ARCHIVES CATALOG

October 1943

Archives Catalog

Cards withdrawn 88

Index Cards, 1850 Census

Adams County

Completed

Alexander County - p. 337 B

1260

*Quinn*

# VAULT ADMISSIONS

October, 1943

Auditor - - - - -	2
Civil Service Commission - - - - -	3
Commerce Commission - - - - -	8
Insurance, Dept. of - - - - -	7
Liquor Revenue, Div. of - - - - -	1
Registration & Education, Dept. of - - - - -	44
Secretary of State	
Executive Dept. - - - - -	33
Index Dept. - - - - -	4
Securities Dept. - - - - -	4
Shipping Dept. - - - - -	1
Supreme Court - - - - -	2
Treasurer, State- - - - -	15

ILLINOIS STATE LIBRARY  
ARCHIVES DEPARTMENT  
REPORT FOR NOVEMBER 1943

Accessions.

See statistics

Departmental Vaults.

The following departments transferred records:

Dept. of Revenue. Motor Fuel Div.--War emergency transfer. These are certain records which the law authorizes the department to destroy after three years but which the head of the division wants to keep for a much longer period and perhaps permanently. Since the bay was assigned to the Division and is not otherwise used, permission has been granted for a war emergency transfer, subject to removal of records as soon as other housing is available and not later than six months after the close of the war; also with the understanding that the records must be removed immediately in case the Governor reassigns the space or it is needed for housing permanent records. This violates the letter of our regulations, but not, I believe, the spirit of the offer to afford emergency war time care of current records. Another division of the same department, Liquor Revenue, was given the same permission a year ago and they have already removed part of the records filed in the vault a year ago and have brought in records they decided were more important. The records transferred by the Motor Fuel Tax Division were reports from licensed distributors 1929-40 and correspondence relating to same.

Vocational Rehabilitation Division. Case records through 1937.

Vital Statistics Division also transferred more records preliminary to removal of their office of the space formerly occupied by the Farmers' Institute in the Centennial Building.

Registration and Education Dept. transferred Medical Registration files through July 1943 and Educational Benefit files.

The annual transfer of files to departmental vaults has now become a custom and is now taken as a matter of course by the departments. So far as I am aware, there is no dissatisfaction on the part of departments or clerks

except when full time clerks must stay in the vaults. Complaints from that source are also becoming fewer. I think we can say, on the basis of five years of experience that the departmental vault system is a success. Our next hurdle, and one we are likely to meet within the year, is the problem of handling overflowing departmental vaults. With <sup>our</sup> equipment already installed pretty well filled, this may<sup>^</sup> pose housing problems as well as the difficulty of selling departments on the idea of transferring records to our jurisdiction.

### Internship.

Miss Elza Robillard de Marigny, an employee of the Brazilian government began an internship in the Archives Department on October 25th. Because it is necessary for her to return to Brazil by the first of the year, we can not give her all that a full three or four months' term could afford.

The Archivist began a series of lectures on archival technique on November 1st. The Archives staff plus other interested members of the State Library staff meets in the State Library Board Room at 4 P.M. on Mondays, Wednesdays and Fridays for lectures by the archivist and *discussion.* ~~description.~~ I am following the general plan of the Columbia course, but with some changes in emphasis to shorten the course from 30<sup>^</sup> to the 21 or 22 we shall have time for. The Archives staff has expressed a desire to continue the classes after Miss Marigny leaves--probably to meet only two or three times a month, and to organize more or less as a seminar group, the various members of the group acting as discussion leaders. They offered this as a counter-suggestion to Miss Rogers' suggestion that they pursue a reading course to the diploma stage. Needless to say, I shall do all I can to stimulate this professional spirit.

It is taking more time than I had anticipated to prepare the lectures. Improved technique and better descriptions of older technique are now available in professional literature. These are permitting such an improvement over my 1940 presentation that I am completely rewriting the lectures. I may be able to produce a manual as a result of the course, certainly some chapters for one. Although I have brushed aside all regular work that can wait, I still cannot find the time to give the close supervision to Miss Marigny's work that I had hoped to give.

The first work assigned to her was some filing of correspondence. I soon found that her correspondence course (Remington-Rand) on filing and previous experience

in Brazil had given her sufficient background so that that work, though profitable to us, would be less valuable to her.

Using the canal records as a basis, I am taking with her the various steps involved in preparing these records for use, classification, preparing of a detailed inventory, catalog, and indexing. These present problems too difficult for an amateur to face alone, but she seems to think the problems encountered will either be analogous to those she will find at home, or at least that my method of approach would be suggestive. I had her help me select the land records from the preliminary inventory and segregate them on shelves. I then made catalog notes, talking out loud, and pointing out differences between the descriptive title given by the Waterways Division and the actual contents of the volume. Next I gave her an outline of the data to be taken in making a full description of the records, then had her re-describe the same records I had described in her presence without my notes. I then compared her notes with mine so that she could see more clearly the points on which she was confused, then in her presence made the main entry card, but without discussion of added entries and subject headings. She is now writing descriptions for an entirely different classification of canal records, which I will revise with her later. We will then go through the other steps in preparing the records for patron use. We won't scratch the surface of the work to be done on these records, but I think she will understand not merely the technique but the problems involved. If there were only more hours in the day! Evening work on lectures still does not give sufficient time. I am sorry for her sake that Miss Marigny could not have come here first, because the courses on archives she took at Washington assumed more background of experience in handling records than she had, and much of it was over her head. She is quick to learn, very thorough, very accurate, and is able to ask questions about things she does not understand in a manner that gives me a chance to make fuller explanations. Her questions and the class discussion will be very helpful to me in preparing lectures for the next time (if any) I have occasion to teach archives.

The benefits to the institution of the internship are intangible. It has slowed up rather than speeded up specific accomplishments, but it has measurably stimulated morale and esprit de corps of the staff, and has given me a perspective on what the staff needs in the way of technical guidance. It is hard for a person who has not only worked in a field a long time but actually pioneered in parts of the technique, to realize that knowledge one takes for granted is something very puzzling to others.

### Staff Work and News.

The Corporation Reports for 1941 have been received and Mrs. McFadden and Mr. Wetherbee have dropped everything else to try to get them put away. This will take several months at best, though they will not take the time to revise the files as they go along. Miss Koval will help with the typing. I had expected to let Mrs. Doolen work on this, but she has left.

Mrs. Doolen and Miss Koval have been typing off the transcriptions of County Commissioners' Proceedings made by the HRS. I fear that when this project is resumed in some postwar form, as I expect that it will be, we will have to give back these transcripts of very important historical material. If we can get the earlier volumes typed, we will not only make this information available for historical purposes, but also have ready material for a good indexing project. Several volumes have been typed this month and are awaiting proof reading.

Mr. Iben reports that ten Perrin collection documents were calendared and indexed, several of these being lengthy. One document, a record of land claims, yielded 496 slips for the name index. 537 name index slips were made.

Miss Scheffler reports having arranged 7900 cards in the letter A of the name index. She is continuing the making of analyticals for General Assembly records but her work cannot show statistically until I get time to revise her slips and they are typed.

Miss Boylan has sent translations of pages 91-98 of the Registre.

Mr. Blood and Miss Marigny attended the meeting of the Society of American Archivists held at Princeton November 15 and 16. Mr. Blood read the Archivist's paper on archives and manuscripts (contrast in manner of treating) at her request. After the meeting he took his vacation, a part of which he spent in Washington where he visited the National Archives. He is preparing a report on the helpful suggestions given him by Dr. Tate. He has been working with the archivist on technique for microfilming county records.

The county board of Alexander County has requested us to microfilm all their important county records (309 volumes) and to store the film here. They are allowing \$600 towards cost. We will send Mr. Hansen to do the work as soon as they notify us that the film has been received. We are to pay his expenses to and from Cairo, and donate his time for taking and processing; also the chemicals.

The county is to pay his living expenses in Cairo and to supply the film. Mr. Blood will take him down and assist him in setting up the project. Pulaski County has made a similar request and Mr. Blood will meet with their board at the time he goes to Cairo.

Mrs. Mary Doolen resigned December first, to be with her soldier husband at Boise, Idaho. Her work is exceptionally good and we particularly hated to see her go.

Mr. Joe Ciacci was transferred to the Automobile Department on November 6. He had been on loan to the Shipping Room for a month. His leaving was not due to dissatisfaction on our part with his work, but to the offer of more salary in the new place. He expects to be inducted into the army before long. Jim Levine has again taken on the Receiving Room work.

The Archivist was elected President of the Society of American Archivists on November 16.

An exhibit in honor of the 125th anniversary of statehood December 3rd, was put in place in the middle of November. The next exhibit, to come in February, was arranged for by Mr. McCoy before he left. It is an exhibit of "Bombed Books". Following that exhibit Miss Bailey has agreed to exhibit interesting new Illinois State Publications. Although this is not the year for biennial reports, Miss Bailey says the State has issued a number of exceptionally attractive booklets in recent months. Her exhibit of a couple of years ago attracted much interest.

#### Reference Work.

Mr. Wetherbee reports that Reference calls have been somewhat heavier this month, but these have been in the classification of routine calls. Mr. Miner of the Division of Parks has been checking State Park deeds again and we have made photostatic copies of records on which his office did not have complete files.

One Springfield woman and one St. Louis woman used our census films and we had two mail inquiries on genealogy.

Dr. Clarence Carter, editor of the U. S. Department of State series of transcripts of territorial papers sent for copies of some of the 1809 Governor's correspondence. You will recall that he had previously requested permission to print them and that we had sent a copy of our calendar from which to make the selection.

Mr. Jerry Ray of the Division of Parks checked for additional data on the restoration of the Vandalia State House. He was hoping that we had by now received the early vouchers from the Auditor's office as the specific information he needs ought to be found in them, and cannot be obtained through the Auditor's office. (The vouchers are in too many places and they cannot make searches for anyone.) Can we do anything to speed up the transfer?

Mrs. Lees used our notes and files in compiling a history of the Index Department for the Blue Book.

### Visitors.

The most interesting visitor was the Rev. Dudink of the Catholic seminary for negro priests. Father Dudink looks too young to be the head of the seminary, but might be since he is the one who goes out to raise the money for the support of the institution and investigates candidates for admission. He is a white man.

Mrs. Montgomery Winning is one of our most ardent boosters, and she always brings her guests to see the archives. She brought one of Mr. Winning's sisters and the husband one day last week. I mention this because if we should have occasion to have hostesses or a local committee it would be appropriate to note women of the city who are really interested in our work.

### Building Notes.

At long last we have hot water in the west end of the Archives Building. Through an error only cold water was connected for our second floor lavatories. A casual remark of mine recalled this to Mr. Darby's attention and to my pleased surprise he found that a very simple adjustment in the piping would correct the matter and this was taken care of immediately.

Mr. Darby still has the electric clock from the secretary's room. He thinks he can get a gadget that will correct its running fast, caused by the fact that our voltage is not standard. If so he can regulate all our electric clocks.

The gears have been installed in the Photostat Dryer, putting that back into commission after several weeks.

Respectfully submitted,

Archivist



ARCHIVES ACCESSIONS

November 1943

No. Docs.

Secretary of State

Index Dept.

Deeds and Abstracts to State  
Property. 13 cases

157

Corporation Dept.

Annual reports, 1941  
For profit  
Not for profit

34,000  
16,000

Lansing (Mich.) Public Library

Howlett's Manual,  
29th General Assembly, 1869

1

50,158

# ARCHIVES REFERENCE

November 1943

## Routine Departmental Calls

General Assembly	6
Secretary of State	
Accounting Dept.	9
Corporation Dept.	
Annual reports	92
Index Cards	27
Executive Dept.	
Records of State & County Officials:	
Notary Public	4
Reports	2
Trade Marks	6
Index Dept.	
Correspondence	11
Deeds to State Property	10
Elections	20
Enrolled Laws	18
Securities Dept.	2

## Historical and Genealogical

Genealogy	7
Historical	2

## Mail Inquiries

* Archives technique	5
** County	7
Genealogy	2
Historical	3
Miscellaneous	7

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240

\* Exclusive of correspondence re Society of American Archivists.

\*\* Exclusive of Field Visitor's correspondence

ARCHIVES CATALOG

November 1943

Archives Catalog

Made by Archives

2

Made by General Catalog Dept.

87

Index Cards

1850 Federal Census

Alexander Co. - p.359A

1808

# VAULT ADMISSIONS

November 1943

Div. of Architecture & Engineering	1
Auditor of Public Accounts	6
Civil Service Commission	2
Illinois Commerce Commission	6
Department of Insurance	9
Dept. of Registration & Education	44
Office of Secretary of State	
Executive Dept.	21
Index Dept.	6
Securities Dept.	2
Teachers' Pension	2
State Treasurer	<u>22</u>
	121

ILLINOIS STATE LIBRARY

ARCHIVES DEPARTMENT

Supplemental Report for November 1943

Photographic Laboratory

	<u>Exposures</u>	<u>Enlargements</u>	<u>Photostats</u>
Corporation Dept.			208
For Miss Rogers: article			8
Exhibit Material	27	27	
Articles on Microphoto- graphy			14
For Archives			6
1 page Register for Miss Boylan			1
Loan Desk: Article			4
Div. of Parks: Deeds			18
For Miss Marigny	<u>305</u>	<u>          </u>	<u>          </u>
	332	27	259

## ILLINOIS STATE LIBRARY

### Archives Department

Report For December 1943

#### Accessions.

The Senate records were transferred on December 29, but as the accession records on this transfer have not been made pending completion of checking, they will not appear in the 1943 statistics.

Also, the Index Department of the Secretary of State's office for the years 1932 to 1936 is being transferred from the Departmental to the Archives vaults to make room for the 1943 correspondence. This also will be reported on as January statistics.

The Enrolled Laws for the years 1932-1937 are also about to be transferred, as soon as Mr. Malloy can furnish the labor.

Eight documents to be added to the Deeds to State Property file were deposited. Recently the Department of Public Works and Buildings has been rechecking all deeds to State Parks. Mr. Vogel in commenting on the comparatively large number of such documents coming in recently said he believed it to be due to the fact that since the file was transferred to the Archives the various departments have had facilities for the first time for getting at the deeds easily, and in this recent checking of titles searched out title papers they had never before filed with the Secretary of State. The State has purchased much property recently, but many of the title records are old and look as if they had been tucked away some where for years.

#### Departmental Vaults.

One hundred ten admission slips issued.

The Motor Fuel Division of the Department of Revenue; The Department of Registration and Education; and The Division of Vocational Rehabilitation moved in records.

#### Archives Course.

The Archivist gave a series of eighteen lectures on archives technique during November and December. The class

started out with several members of the other departments of the State Library in attendance, but by the last week the number had dwindled down to our own archives staff. Miss Scheffler was the only member of the class, except Miss de Marigney, who attended every meeting. I was not able to cover in eighteen hours all that I covered in thirty hours at Columbia, but did go into detail on what I did give, attempting to philosophize on the problems confronting the archivist in solving archival problems rather than to give a positive rule solving each. Discussion was limited to American archival problems. Most members of the archives staff did considerable reading in connection with the course and have expressed a desire to continue as a seminar after the holidays. Foreign archives and some American archival matters such as legal aspects of reference work, local archives, publicity, publication policies, etc. only indirectly touched upon will give the basis for further study.

A brief outline of the course is given here as a matter of historical record: Lectures II and III were from the point of view of a committee planning the creation and organization of a new State archival agency. The succeeding lectures dealt with the problems faced by the archivist in organizing the archives for service.

#### **Lecture I. Introduction**

- What are archives**
- History of the archives movement in America**
- Archival training in the United States**
- Bibliography on archival technique.**

**Lecture II. Visits to the principal archival agencies and the great historical collections in the United States. Pictures, plans, discussions not only of types of holdings, but also of the technical information on manuscript problems which can be obtained at each place.**

**Lecture III. What archival legislation is needed. Critical discussion of the various types of archival agencies- as independent agencies, those combined with state historical agencies, those which are a part of a state library, of a university library; and those subordinate to an elective officer as Secretary of State. Governing bodies, permissive versus obligatory deposits of records. Control over building. Archival seal. Other duties. Other laws relating to records as records, as destruction, use of photography, specifications for paper and ink, recovery from private possession, etc.**

**Lecture IV. What the archivist needs to know first about**

the archives, and how to compile his information.

- a- Governmental organization and the records which result.
- b- Inventories of existing records.

**Lecture V. Accessions.**

Steps in transfer of archives  
Selection of records for transfer  
Preliminary inventories  
Physical procedure in making transfers  
Fumigation and cleaning  
Receipt and accession records  
Responsibility of archivist for records before they reach his custody.

**Lectures VI- VIII. Classification of archives.**

**Lectures VIII- X. Finding media.**

Ways in which archives are used  
The problem of quantity  
Finding media compiled by others  
Reference library; histories of governmental procedure; indexes, registers, etc. made by departments of origin.  
Finding media compiled by the archives department.  
Inventories; guides; catalogs; calendars; indexes; transcripts.

**Lectures XI- XVII. Physical care of archives.**

**Lectures XI- XII. Archival buildings; how to plan protection against hazards of war.**

**Lecture XIII. "Packing"**

Efficient care of records in vaults  
Critical discussion of the various types of containers in common use  
Discussion of miscellaneous topics on binding, care of seals, preparation of folders, atmospheric conditions, etc.

**Lecture XIV- XV. Materials: Paper, ink, typewriter ribbons, carbon paper, stamps, etc.**  
History of writing materials  
Description of the manufacture of paper and ink  
Qualities sought for  
Tests for papers and inks.



**Lecture XV. Scientific aids.**

For reading faded writing, deleted passages,  
over-writing (palimpsests), detecting forgeries.  
Chemical reagents  
Microscopes and reading glasses  
Infra-red and violet rays  
Photography.

**Lecture XVI-XVII. Repair of documents.**

**General Principles**

Preliminary preparation, including cleaning;  
cause and remedy for mildew and foxing;  
filling holes, mending tears; removal of  
residual acids.

Description and critique of repair methods.

**Lecture XVIII. Reduction of records.**

Necessity for reduction in bulk of modern records.

Means of reducing bulk.

Preventing unnecessary creation of records.

Reduction in size of records by micro-  
photography, microprint, etc.

Destruction of useless records.

Selection of records for retention and destruction.

Archivist's over-all view of records from  
creation to ultimate disposal by destruction  
or transfer to the archives.

Records coordinators

Principals for selection.

Machinery for disposal of records.

The short time Miss Marigney was here, the language difficulty and her ignorance of socio-legal customs made it impracticable to attempt to exchange her work for our instruction as contemplated by our internship proposals. The list in staff morale and other intangible benefits have more than compensated us for our time. I tried to give her a little practice in everything. First she did some correspondence filing. Then I took her through the various steps in preparing documents for public use. She spent one morning watching the work in the receiving room. Then she went into the vault with me and helped me pick out the land records from the canal records. Under my direction she compiled the descriptive notes for the shelf list inventory and catalog cards which I prepared from them. She then made a tract and name index of one volume of the land records. She also did a little of various kinds of indexing. She took copious notes on calendaring, but it was a little beyond her literary capacities in a foreign

language actually to do the work. She also did quite a bit of repair work, both with the Dulseal and Grepelin processes. Mr. Iben and Miss Schoeffler also have been practicing with Grepelin so that we again have staff members who can do this work. Also, though I did not so instruct them, each member of the staff took it upon himself and herself to devote considerable time to discussing and explaining their work, which probably meant more to her than my theoretical explanations.

Through the courtesy of Mr. Aikens, of the Illinois Waterways, she was able to observe the work of reorganizing the files of that department being done by Miss Williams, of Remington Rand. While Miss Marigney was here she completed the Remington Rand correspondence course on filing, doing this work at night. She spent about half of each day reading systematically, and generally came in for about an hour each day to discuss points that were not clear to her. Her questions were very helpful to me in preparing lectures. She said that she wishes she had come here before she studied in Washington. The Washington course presupposes more experience in handling records than she had had, and was conceived on too vast a scale for her to grasp. I still think a state archives like ours has more to offer in training archivists than the national archives with its many specialists who cannot get, or give an overall picture of archival work.

### Staff Work

Most of my own time and strength the past two months have been given to trying to make Miss Marigney's stay here profitable to her. I have done little else aside from keeping up the necessary correspondence.

Several county commissioners' proceedings, transcripts of which were deposited by H.R.S. have been typed and are awaiting proof reading. The first volume of Bond County Commissioners' Proceedings for 1817-1839 has now been proof-read. Other volumes which are ready will be proofread as the next task.

The filing of corporation reports, a time consuming job hitherto performed by Mrs. Nelson, is our big job for the present. Other work of Mrs. McFadden and Mr. Wetherbee, notably the indexing of the census records has had to be dropped because we must be able to give service on the corporation records. The next budget should provide for a first class file clerk. Mr. Wetherbee has been unfolding and filing in the "Not for Profit Reports", and has completed filing through "G", about a third of the file.

This is a comparatively new and not very extensive file and we started on this file because it could go comparatively fast. Mrs. McFadden has pulled and filed in the "numbers". Miss Wooddell will type the "tens" and replacement folders which will help a lot.

Miss Scheffler's slips for the 1879 General Assembly records have at last been checked and returned to her for corrections and typing. She has made 162 slips for the 1881 General Assembly, but has not finished checking the Journals. She has arranged 7075 cards in the revision of the name index file. She states in her report: "The cards for the letter "B" in the name index are filed in alphabetical order, but not yet revised as I wish to completely file the letter "B" before final revision. I have made temporary cross references for those already filed. The letter "A" has been revised and guide cards made. The temporary cross reference slips were left in as I thought best for you to revise my work before typing the cross reference cards." This revision will be another "next" on the archivist's program.

Mr. Iben submitted his report in duplicate so I am appending a copy. This work does not call for comment except to say that his work continues highly satisfactory.

Mr. Blood made a field trip to southern Illinois between Christmas and New Year's. Notes written to Mr. Hansen and me indicate that Alexander County expects to be ready for Mr. Hansen in two or three weeks. As Mr. Blood returned home New Year's Eve suffering from the flu, his monthly report will be late.

### Photographic Laboratory

	<u>Microfilm</u>	<u>Photostats</u>
	<u>Exposures</u>	
Corperation Supt.		70
Lincoln records, Miss Connelly		
of Chicago		24
Pulaski County Inventory		
Cards		312
Public Works & Buildings		
Dept. Deeds		28
Loan Desk: Articles		26
Archives: Articles		14
Miss Rogers: Specifications,		18
Article		28
Miss Dieckhaus: Statistics		42
Miss Marigny	212	

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212

562

Reference Work

Mr. Jones, of the office of the Blue Book editor, has called on us for considerable miscellaneous checking of historical data on state departments. We also helped him compile the data for the Secretary of State's departments.

Mr. Douglas McMurtre has sent his preliminary check list on Illinois state publications for checking. I hope to get at this in the next few days and will submit my report to you before sending it on to him.

Respectfully submitted,

men:w

Archivist

Springfield, Illinois  
December 23, 1943

TO: Miss Margaret Norton, State Archivist  
FROM: Icko Iben, Assistant  
SUBJECT: Monthly Report, covering period Nov. 24 to  
December 22, 1943.

Thirty-nine of the records in the Perrin Collection were calendared and indexed, 30 of them being in the French language.

Twenty-four, all in French, are part of the marriage contracts listed by Perrin under Number 1-6, on p.54 of his index. In order that each one might be identifiable, they ~~have~~ given superior Roman numerals after the arabic numeral.

Many of them were translated by Mr. Huoy. Numbers 1<sup>I</sup>, and 1<sup>II</sup>, were checked carefully as to the adequacy of the meaning in the translations. Subsequent translations, #1<sup>III</sup> and following, of these marriage records, have not been checked in detail, except for personal names and in order to establish the essential portions of the records necessary to compile the calendar entry and the name index slips. A note at the beginning of the calendar informs the user of this procedure.

The construction and language of these records varies little from case to case, there being in the main two essential variations, one for contracts between young people, both marrying for the first time, and another for contracts between people, one or both of whom had been married before.

Each one of the contract papers will yield from 10 to 20 name entries.

Specially interesting among those handled are the following:

Number 3<sup>I</sup> (1776)--contract between Jean Baptiste Dubuque, native of Montreal, and Miss Mary Suzanne Cesirre, daughter of Mr. Antoine Cesirre, Captain and commandant of Cahokia, and the late Mary Francoise Borré.

Number 3<sup>III</sup> (1797)--records contract between Mr. John Hay, Junior, son of the Hon. John Hay, Lieut. Governor of Detroit and dependencies, and Miss Marguerite Pompadour of Cahokia.

The other 15 manuscripts are described hurriedly as follows:

- p.54 #10 <sup>(c)</sup> : 1796 Cattle marks and brands of 8 farmers of Aigle Township, including Shaderick (!) Bond.
- 10 <sup>(d)</sup> : Commissioners and Assessors Court of St. Clair County, proceedings for June 20, 1798--Sept. 30, 1799; August 2, 1802--Dec. 28, 1803. 24 p.
- 16: No date. French. Statement of debt of Monsieur Duquet.
- 18: No date. Precipe in damage suit.
- 19: No date. Foreign attachment writ: Phillip Rodreblave vs laque L. Sabloniere
- 20: No date. (Circumstantial evidence, dates it after Nov. 24, 1793) French. Stipulation of debts after sale of late Madame Voitup.
- 21: No date. (c.e. 1796/96). French. Bill of Jarrot against estate of Joseph Cecire. ✓
- 22: No date. French. Mutilated list of farm implements with prices.
- 24: No date. French. Indenture of Louis Rebrun for 63 livres to be paid to church building etc.
- 25: No date. French. Account slip of unidentified office of Michili-Mackinac Co.
- 26: No date. Court orders, one concerning Pelagi Quinnett, who was to atone for lewdness by leading the horse her husband Francois was to ride backwards. (The husband was condemned to ride the horse in this fashion for having prostituted his wife. See document p.47 #18).
- 27: No date. Probably incomplete list of creditors of Joseph Cecire with proportionate distribution of his estate.
- 28: August 1790, Jan. 1791. Court Proceedings.
- 29: July 9, 18. Sept. 11, 1790. Weekly court proceedings of Cahokia. (much added)

30: Quarterly Sessions Court. Jan. 14, 1794.

A good many of these records are dated, especially all of the marriage records, contrary to the statement on this page in the Perrin index.

The total number of name slips prepared was 533.

*Icko Iben*  
Icko Iben

II:LK

**ARCHIVES ACCESSIONS**

**December, 1943**

**No. Docs.**

**Secretary of State**

**Index Dept.**

**Deed records**

**2**



# ARCHIVES REFERENCE

December, 1943

## Routine Departmental Calls

General Assembly	39
Secretary of State	
Corporation Dept.	
Annual Reports	78
Index Cards	40
Executive Dept.	
Executive File	4
Land Records	1
Records of State & County	
Officers:	
Notary Public	4
Trade Marks	6
Index Dept.	
Correspondence	2
Deeds	11
Elections	36
Enrolled Laws	18
Security Dept.	
Closed Cases	5
Historical & Geneological	
Geneology	40
Historical	3
Mail Inquiries	
Archives technique	8
Geneology	4
Historical	4

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# **ARCHIVES CATALOG**

**December, 1943**

## **Archives Catalog**

Made by General Catalog Dept.	17
Made by Archives Dept.	
I & M Canal Records	116
Index Cards	0

## VAULT ADMISSIONS

December, 1943

Auditor	2
Civil Service	2
Insurance	6
Liquor Revenue	1
Motor Fuel Tax	2
Registration & Education	45
Rehabilitation, Div. of	1
Secretary of State	
Executive Office	25
Index Dept.	2
Securities Dept.	2
Supreme Court	1
Treasurer	19
Vital Statistics	2

# ARCHIVES FIELD VISITS

December, 1943

Mound City	1
Cairo	1
Murphysboro	1
Jonesboro	1

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4

# ILLINOIS STATE LIBRARY

## Archives Department

Report for January, 1944.

### Accessions:

Deed records relating to two State Parks were received.

The Accounting Department of the Secretary of State transferred eleven volumes. The department has recently been asking our advice about binding its volumes. Previously their records, all outside and of a shape which does not fit our equipment, came either in awkward post-binders or bound in enormous volumes (as large as 24 x 36 x 12 in.) which are practically impossible to handle. I question the value of keeping these records indefinitely, though the department seems to think they should be preserved. Some go back of 1927 and most only about ten years, so perhaps they should be preserved at least while the present Secretary of State is in office. If they are to be retained, the Department should be required to rebind them to a size which can be handled. If they may be destroyed after a period of years (with the consent of the State Records Commission) the Department will be unwilling to go to this expense. Because these are, as to date, current records, I have suggested their transfer to a departmental vault, but the Department never removes the volumes and wants us to keep them. If these were not Secretary of State records I would refuse to accept them, but I can see why a large fee office such as this does need to preserve what amounts to fee books for a considerable period.

The Secretary of the Senate finally transferred the 1943 Senate records on January fifth, but not without prodding from Mr. Vogel. We have as yet received no records of the late special session.

The State Historical Library transferred eleven supplemental drawers of World War I State Council of Defense material. It took considerable shifting to place this matter where it logically belonged. We had supposed there was no more to come.

The enrolled laws for 1933-40 (Box 517 #20571 - Box 555 #22949), 10 drawers, were transferred.

The soldiers' vote (1943) records were also filed.

Mr. Zimmerman of the Legislative Council is trying to get the unbound canal records transferred to the Archives. He is doing legal research in the records in connection with transforming the canal into a parkway. He showed me a letter from Mr. Casey which said all the records are here. He will pursue this matter further and I think will get them for us.

We are again holding the unbound House and Senate Journals for the Index Department until the printed journals are issued. These will then be sent to the binder.

### Departmental Vaults.

The following departments have transferred records to their departmental vaults:

Historical Library, some bound records (correspondence, I believe) previously authorized.

Department of Public Works and Buildings. Records previously authorized, 1938-41.

Department of Registration and Education. 1942 correspondence and 1939/40 professional committee minutes.

### Staff Work.

I have been reading proof on and cataloging the county commissioners' proceedings for Boone County, vol. A, 1837-42; Bond County, v.1 1817-39; Calhoun County, vol. A, 1825-36; and Cass County vol. 1, 1837-43. It takes almost as long to read proof as to type these in the first place, for I have to consider not only whether the typist has followed copy accurately but also whether obvious errors were a misinterpretation by the transcriber. I am puzzled by the fact that in one of these volumes the county clerk uses legal terminology very technically, yet misspells many common words. The transcriber has a legible handwriting which would indicate he is not illiterate. Where a misspelled word is obviously due to the transcriber's unfamiliarity with place names or technical terms I give the county clerk the benefit of the doubt. Except for misspelled names, which can be checked by cross indexing and from county histories and other sources, the substance of the historical information can be used. But for a fraction of the money spent for transcribing, typing and proof reading we could have had microfilm copies made of all early county records. Mr. Blood says workers were put to making transcripts when they were too incompetent for anything else, yet no attempt was made to read back on their work for errors.

I have started to check Mr. McMurtrie's imprint list of Illinois documents and for the period thru 1833 have found orders to print 38 documents not previously listed. I badly need the old vouchers to make sure these were actually printed. These vouchers might give the number of pages also. I dropped this work temporarily awaiting further instructions from Mr. McMurtrie about the form for documents without a title page. Although I wrote him a couple of weeks ago he has not yet replied.

I compiled a bibliography on general incorporation acts

prior to 1872 (82, not counting <sup>ing</sup> amendments), for the use of the Corporation Department, and also supplied a copy of our earlier bibliography on later acts.

Considerable special reference work (in time spent) and the article on Destruction of Records for Illinois Libraries, also the usual administrative duties of the office have taken the rest of my own time.

#### Reference Work.

Inquiries concerning archives procedures were received from the states of Minnesota, Ohio, Oregon, Vermont and Washington. Most related to our new legislation for destruction of records and applications of microphotography. Professor Gates, chairman of the Washington State Committee on Archives, sent a copy of his recommendations for reorganization of the present archives, with the request that I criticize it. I raised a question about the legality of his proposed procedure for destruction of worthless records. Later I had a note from him saying that my point was well taken and that his Attorney General has ruled that the method proposed would be illegal.

Mr. Wetherbee reports: "It has been a busy month with the most interruptions I can remember and I have felt at times as though I were on a merry-go-round."

He has filed not-for-profit corporation reports thru the letter R. Mrs. McFadden reports that she spent about three-fourths of her time in the Reference Room as Mr. Wetherbee was called away so much on other work. She had to stop filing on the Corporation Reports to get the 1943 Senate Bills and miscellaneous records checked in and filed away. No progress has been made in filing the for-profit corporation reports. We do badly need a filing clerk to replace Mrs. Nelson.

Miss Scheffler reports having refiled 6500 cards in the name index through the letter B. She has not yet finished typing the analyticals for the 31st General Assembly so did not report on them.

Both Mr. Iben and Miss Scheffler have practiced repair work by the crepelin method.

A copy of Mr. Iben's report is appended.

#### Photographic Laboratory.

Mr. Hansen did quite a bit of photostating for the Corporation Department last month, particularly some emergency work during a breakdown of Miss Meyer's machine.

Much experimental work was done to work out forms, certificates and procedures for the proposed microfilming for Alexander

County. I drew up a proposed form which Mr. Blood and Mr. Hansen worked on further in the light of the advice Mr. Blood received at the National Archives. A sample film was being prepared, but this has not yet been submitted for my formal approval.

Mr. Hansen also assisted Mr. Wetherbee in some of the shifting incidental to accessions.

Statistics of Laboratory.

	<u>Microfilm Exposures</u>	<u>Photostats</u>
Corporation Dept.		
Contracts		56
Releases		50
Index Dept.		
Election Petition		4
Dept. Public Works		
Deeds		28
Library Loan Desk		
Article		8
Archives		
Miscellaneous		96
Articles on microphotography		
Miscellaneous	204	
Experimental	60	
	<hr/>	
	264	252

Staff Notes.

Five professional members of the archives staff are now members of the Society of American Archivists--Mr. Wetherbee, Mr. Iben, Mr. Blood, Miss Scheffler and Miss Norton. All of these except Mr. Blood are also members of A.L.A. Mr. Wetherbee, Miss Scheffler and Miss Norton are also members of I.L.A. The Archivist is a personal member of six historical societies, three library associations as well as the Society of American Archivists.

Miss Wooddell lost her brother on January 30. She has two sons in the SeaBees. One is about to go overseas, the other was home last week for one day only between overseas assignments. She was assigned to this office as senior typist on January 3rd.

The following absences occurred during the month. Cause illness, unless otherwise specified.



Miss Koval. January 11 (afternoon).

Miss Wooddell. January 24, 25 (afternoon) 26, 27  
(called to brother's bedside).

Mr. Blood. January 3.

Members of the staff have requested that I continue my lectures on archives. They have suggested that I give them a bibliography and put books on reserve ahead of time so that there can be some discussion. I propose to give a general review by discussing the organization and work of the National Archives. I felt members of the staff should organize as a seminar under their own leadership, but they do not seem to want to do it that way. So far I have not found the time to make the preliminary syllabus, but will do so in the next few days so we can start by the end of next week.

#### Publicity.

The January number of the Illinois County and Township Official, the official publication of the Illinois County and Township Officials Association carries a picture of the Archives Building with a short description by the Archivist on the editorial page.

The entry for our Archives Department for the proposed new edition of the Handbook of Historical Societies was sent to Dr. C. C. Crittenden, of North Carolina, editor.

#### Archives Building.

The State Nutrition Committee held a conference in the Conference Room on January 12.

Respectfully submitted,

Archivist

men:lk

January 24, 1944

TO: Miss Margaret Norton, State Archivist  
FROM: Icko Iben, Research Assistant  
SUBJECT: Monthly Report, covering Period: December 23, 1943  
to January 22, 1944.

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Twenty-four additional marriage records were calendared and indexed. They yielded 368 entries for the Name Index.

The manuscripts were numbered: 4<sup>I</sup> - VIII; 5<sup>I</sup>-XIV. Beginning with this group the size has been indicated in inches.

The language is French in all of these and 21 have been translated by Mr. Huoy.

This brings the total of the marriage records as listed in Perrin p.54, #1-6 and now calendared and indexed, to 46. There are still 25 left to be done. None of this latter group has been translated, and it will consequently take a little longer to process them in the customary way.

The records handled so far have been produced in the period 1771 - 1802. In the final arrangement, which will follow calendaring, we shall be faced in this instance with the alternative of leaving these records together or separating them according to period.

Incidentally, an attempt has been made to prepare for a systematic study of the paper used in these early Illinois records. The following data have been recorded on separate slips for the 24 manuscripts handled during this period:

1. Size of leaf
2. Design of watermark (attempted description)
3. Date of writing on document
4. Smallest and greatest distance of wire-lines.

The next step in this study should be a collection of all extant sources helpful in the description and identification of water-marks, especially of the late 18th century. The majority of the papers are probably English-made or made on molds, coming from England, because they have the British seal

and a G R as the watermark. A good example is 5<sup>XIV</sup>. The British seal is in the left leaf, the motto can be read easily (Honni Soit Qui Mal Y Pense); a triple St. George's cross is seen in front of the crown, which is seen atop the oval design. In the right leaf is a small crown with a G R underneath. This paper was written upon April 16, 1771. The wire-line distances of the 24 documents show the papermaker's name: 5<sup>IV</sup>--I. Taylor (1785); 5<sup>IX</sup>--Floyd & Co., 1794 (1800); 5<sup>XIII</sup>--P. Walter (?) Fin Perigord, 1742 (1772); 4<sup>IV</sup>, 5<sup>III</sup>, 5<sup>XI</sup>--Marchais (?) (1781, 1783, 1784). The dates in parentheses indicate dates of composition of the record on each paper. Besides the two referred to above, with dates in the watermark, 4<sup>V</sup> (1799) also shows a date: 1795.

Following the instruction in repairing with the Crepe-line method, which those interested received from the Archivist during the last week of the stay of our Brazilian guest, the reporting assistant has proceeded to try his newly acquired skill on some of the Perrin Records. The following nos. have been repaired, with what appears to be reasonable success: p.54 #111, 5<sup>I</sup>, 5<sup>VIA</sup>, 5<sup>VIB</sup>, 5<sup>VII</sup>, 5<sup>XV</sup>. 5<sup>I</sup> and 5<sup>XV</sup> are of unusual size, which made the cleaning, pasting and covering a little more difficult. Some of the m.s. had to be sized again, after the drying, because the silk was not attached to the paper. But a second pasting and drying, as well as pressing, sufficed to produce a satisfactory product.

\*  $\sqrt{\phantom{x}}$  vary between  $10\frac{1}{16}$  and  $16\frac{1}{16}$  inches. At least 4 and probably more of the

# ARCHIVES ACCESSIONS

January 1944

	<u>Vol.</u>	<u>Documents</u>	<u>Drawers</u>
<b>Secretary of State</b>			
Index Dept.			
Deeds to State Property (3 cases)		6	
Enrolled Laws, 1933-40			
Box 517 #20571 -			10
Box 555 #22949			2 1/2 double
Election records, 1943			3"x5"
Accounting Dept.			
Batch control sheets	8		
Daily Summary Vol.	3		
<b>General Assembly</b>			
Senate			
Miscellaneous		8	
Senate bills #1-610			7
<b>State Historical Library</b>			
Council of Defense, 1917-18			11
<hr/>			
	11	14	27 legal
			2 1/2 double
			3"x5"
			card.

ARCHIVES REFERENCE WORK

January 1944

**Routine Departmental Calls:**

**Secretary of State**

Corporation Department	
Annual reports	91
Index Cards	27

Executive Department	
Executive file	3
Land records	1
Records of state & county officials: Notary Public	1
Trade Marks	5

Index Department	
Deeds	76
Elections	
Soldiers' vote	4
Enrolled laws	21

Securities Department	
Closed Cases	3

General Assembly	13
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State Treasurer	
Bank stock records	12

Waterways Division	
Canal records	6

**Historical and Genealogical--Reference Room**

Genealogy	8
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Historical	3
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**Mail Inquiries**

Archives Technique	8
Genealogical	5
Historical	3
County officials	2
Miscellaneous	13

ARCHIVES CATALOG

January 1944

Catalog Cards		
Made by General Catalog Dept.	33	
Made by Archives		
HRS checklist		1
Illinois and Michigan Canal		
Series	39	
Cards		<u>306</u>
Index Cards		307
Federal Census, 1850		
Alexander Co. (finished)		150

# VAULT ADMISSIONS

January 1944.

Auditor of Public Accounts	3
Illinois State Historical Library	1
Department of Insurance	4
Liquor Control Division	5
Liquor Revenue Division	3
Supt. of Public Instruction	1
Dept. Public Works & Buildings	7
Dept. Registration & Education	44
Secretary of State	
Court of Claims	1
Executive Office	23
Index Department	3
Tax Commission (Dept. of Revenue)	2
Teachers' Retirement System	2
State Treasurer	26
Division of Vital Statistics	1
	<hr/>
	128

ARCHIVES FIELD VISITS

January 1944

Pittsfield	1
Quincy	1
Rushville	<u>1</u>
	3



# ILLINOIS STATE LIBRARY

## ARCHIVES DEPARTMENT

Report for February, 1944.

### ACCESSIONS.

We have received the records of both House and Senate for the special session of 1944, exclusive of the Journals. The Senate records were received but not accessioned in February, hence they do not appear in the statistics. The Clerk of the House also filed miscellaneous documents of the General Assemblies of 1933, 1937, 1941 and 1943, found in cleaning house.

The Index Department has finished transferring the correspondence files for 1931-36 inclusive, but they have not yet been accessioned. Sets of deed records were also filed by the Index Department.

Through the State Architect's Office we have learned that the Auditor's vouchers we have gone to such pains to preserve have been destroyed. See correspondence of the Assistant State Librarian with the Auditor. It seems probable that a letter was addressed to the Secretary of State notifying him that these records were about to be destroyed, and that through a clerical error this letter was not referred to us. Considering how often we have discussed the transfer of these records with the chief clerk of the Auditor's office, we cannot see why he did not check personally with us, especially if he had not received a reply to his letter.

### DEPARTMENTAL VAULTS

The following departments have transferred records to their departmental vaults:

Office of Superintendent of Public Instruction:  
Reports and general correspondence of County Superintendents June 1917-1940.  
Medical Correspondence, G-2, inclusive, 1922-34 (relating to standards of accredited medical schools).  
County Superintendents Reports 1940-41  
General correspondence and County Superintendents letters 1935-40  
Rehabilitation and vocational education correspondence - 1936  
Minutes of Superintendent of Public Instruction as trustee of University of Illinois- 1940  
Legal correspondence- 1940  
University of Illinois correspondence- 1940  
Normal School correspondence- 1940  
State aid claims- 1940  
Approximately 30 cartons

Liquor Control Commission-  
Original records from Chicago office,  
as per earlier authorization.

**State Treasurer**

Interest affidavits 1939-40  
Appropriation ledger volumes, 62d General  
Assembly  
Daily cash statements 1941-42  
Daily fund balances 1941-42  
Records of U. S. War Savings Bonds purchased  
for State employes (a temporary record but  
important for next decade, which they asked  
special permission to keep here.  
State of Illinois bond issues. Papers re-  
lating to 1920- date.

**Department of Public Works and Buildings-  
Division of Parks**

Records covered by earlier authorization.

In connection with the transfer of records to the vault of the Superintendent of Public Instruction I held several conferences with Mr. Robert Smith, chief clerk. Mr. Smith is trying to systematize the keeping of records. He is very much concerned about the trash mixed in with the records and puzzled as to what files should really be counted as records. I told him that if the law specifically required a record to be kept there could be no unauthorized disposal of the records. I said I have no authority to rule upon or interpret the laws and that questions of that sort should be referred to the Attorney General. However, it is my personal and unofficial opinion that documents which are not records and which should never have been filed in a permanent record file in the first place- advertising and other circulars, routine requests for copies of publication and the like, may be weeded out of the files, provided this is done by a responsible and conscientious person who will exercise good judgment. A file which has been set up and kept over a period of years may not be destroyed without getting authorization thru the Public Records Commission. A new file may be designated as a temporary or non-record file at the time it is set up, if in the judgment of the executive the contents have no permanent record value. The executive creating the records should set up the files in a manner that will discriminate between policy making and fact recording records of permanent value and administrative memoranda. The records just brought in by the Superintendent of Public Instruction have been weeded to a certain extent, but Mr. Smith is reducing the bulk still further as he is re-shifting the records already in his departmental vault.

**STAFF WORK**

We repaired one document for the Division of Waterways.

Miss Scheffler has completed the typing and filing of catalog cards for the 31st General Assembly, 1879, and is

now working on the General Assembly records for 1881. This has taken a long time because there were new forms and techniques to learn and to understand. Now that these have been mastered, she could go much faster in the future.

It is desirable however, to complete the cataloging for the canal records and I propose to start Miss Scheffler on that as soon as she has finished the analyticals for the 1881 legislative documents. So far I have not been able to find the time to work with her on that, but hope we can get at it soon.

Miss Scheffler is also working on the refileing of the Name Index file, doing that during her daily reference room shift, 11:30 to 1:00 P. M.

Mr. Wetherbee and Mrs. McFadden are working on the Corporation reports. Mr. Wetherbee is greatly perturbed over the fact that this work has had to take precedence over the regular work of Mrs. McFadden and himself, and particularly because it has checked the indexing of the census records. We are frequently getting calls for the 1850 census and instead of being able to answer quickly from an index he has to spend sometimes several hours on one query. He fears that we won't get the corporation reports filed before the next ones come over, and that other accessions will be neglected and our standards of service deteriorate. Only the numbers and the letters A and B have been filed as yet, but I believe with Mrs. McFadden and Mr. Wetherbee both working on the files they should be able to handle the work, even though neither can give full time to it. I have tried to explain to Mr. Wetherbee what you are trying to do in the matter of the change over to an all professional staff and why it has not been possible to replace Mrs. Nelson for the time being. Work that hangs on worries Mr. Wetherbee and he got himself quite worked up about it.

I find it difficult to account for my over time the past month. I completed the double article on Disposal of Records for Illinois Libraries, have done some work on an Article on the Census Records, finally caught up with the proofreading of county commissioners' proceedings which have been typed off, did more of the reference work myself to relieve Mr. Wetherbee, and have done some, but not nearly all I wanted to, or expected to do, on the documents check list. I hope to get my desk cleared to concentrate on that this week.

So far I have not found the time nor the energy to resume the lectures on archives technique. I find it is more lectures with a little supplemental reading that the people want, not study on their part. Mr. Iben has done quite a bit of outside studying on the subject of paper and watermarks. Possibly next fall I can work up something again.

Since the State Architect last worked on the old Vandalia State House we have found the original bills for materials and labor and contracts among the Governor's records. Also, I referred the office to the Abraham Lincoln Association and find that Dr. Pratt had access to and had taken notes on some of the Auditor's material. This will in part supply a substitute for the destroyed vouchers. However, we need not publicize that fact. The architect does want payroll information for the period, which we can not supply.

#### PHOTOGRAPHIC LABORATORY

	<u>Photostats</u>
Loan Desk	
1 Article	8
Lincoln Item	4
Corporation Recording	120
Archives Department	
Archives articles	126
(chiefly interlibrary loans material)	
For Representative Lee	2
For State Architect & Div. of Parks	262
	<u>522</u>

Mr. Iben's and Mr. Blood's reports are appended

#### ARCHIVES PERSONNEL

Miss Lucille Roval took her vacation the last week of February and the first week of March.

Mr. Edgar Riley, elevator operator, has taken a two month's leave of absence, beginning March 1, to take medical treatment. He has moved back to his old home in Mattoon and says it is unlikely that he will return. Mr. Lambert Metzger, formerly House doorkeeper, is taking Mr. Riley's place.

Two of our janitors have been drafted and are entering the Navy. Paul Rouse has been accepted for the school for Machinist's Mate at Hampton University; William Armstead has been accepted but not yet definitely assigned; Sutherland Clay has started work in Paul Rouse's job.

#### REFERENCE WORK

The chairman of the postwar planning commission of Oregon sent a questionnaire about proposed archival setup.

Dr. Joseph Moffitt of the Oklahoma Historical Society wrote for extra copies of our article on the organization of the archives here and asked for sample forms.

Miss Martha Josephson, the new archivist and manuscripts curator in the Ohio Archeological and Historical Society, also her chief, Dr. Harlow Lindley, has written several times. Miss Josephson plans to spend several days here in April.

We have done quite a bit of checking for the editors of the Blue Book, among other calls.

### EXHIBIT

The current exhibit is one sent by the American Institute of Graphic Arts. It includes the 50 best British books of 1941, books which went thru the London blitz, numerous photographs, samples of bombs and bomb fragments. British posters and a sound reel could not be used.

Respectfully submitted,

mcn:w

ARCHIVIST

March 3, 1944

TO: Miss Margaret Horton, State Archivist  
FROM: Icko Iben, Research Assistant  
SUBJECT: Monthly Report, covering period: January 23  
to February 26.

The final marriage contracts, as listed on p. 54 of the Perrin Index, were calendared and indexed during this period, yielding 361 slips for the Name Index.

Included among these contracts is the one for Alexis Brisson and Julienne Locat, of September 25, 1786. It will be remembered that these two persons figured as principals in the murder trial reported on in the Report of August 28, 1943. Madam Locat was the widow of Pierre Roy, who has been encountered as a witness of marriage contracts between 1772 and 1785. A daughter, "of age," of theirs, Julie, married in 1782 Andre Bequet. When Julienne married Brisson, she was probably over 30 years of age. Brisson was a native of Pierre Lee Bequets, Three Rivers, Canada, where he was born March 6, 1746. (Cahokia Records- Alvord- p. 824, Note 9). The volume just mentioned reports various legal entanglements, in which either of the two were involved. Alvord states in the reference mentioned that "he was of a lawless character and gave the authorities much trouble," as the report of August 28 showed. The legal machinery of Cahokia was quite upset at the time of the trial; it is not clear whether this case had

Monthly Report- Ioko Iben

March 3, 1944.

anything to do with that. If the trial was successfully concluded and a verdict given, it is possible that the record will eventually be found in the collection, or perhaps in that at Chester. Incidentally, the documents concerning the case, published by Alvord, were in the Chicago Historical Society Collections at the time and have so far not been found here.

Another document was calendared and indexed, yielding 15 slips. This is a record of 6 marriages performed by James Piggot, Justice of the Peace of St. Clair County, during 1794. John Rice Jones registered them.

The 70 marriage contracts are now being arranged chronologically (on slips) and the following data taken from them: Names of contracting parties, significant variations from the Norm. of the stipulations in each contract, specific amounts recorded for the prefix dowry and the preciput, or preference legacy, and the number of signatures in writing as contrasted with those only marked. It is believed that a publication of these data would be of value to students of the period and of French customs in this locality.

**ARCHIVES ACCESSIONS**

**February, 1944.**

	<b><u>Documents</u></b>
<b>Secretary of State</b>	
<b>Index Department</b>	
<b>Needs to State property</b>	<b>18</b>
<b>2 cases</b>	
<b>General Assembly</b>	
<b>House Records</b>	
<b>1933-43</b>	<b>7</b>
<b>1944</b>	<b>6</b>
	<hr/> <b>31</b>



# ARCHIVES REFERENCE

February, 1944.

## Routine Department Calls

Illinois Waterways Division  
Canal Records 6

General Assembly 10

## Secretary of State

Corporation Dept.  
Annual Reports 136  
Index cards 25

Executive Dept.  
Land records 2  
Records of State &  
County Officers:  
Notary Public 5

Trade Marks 6

Index Dept.  
Deeds to State property 3  
Election records 58  
Unrepealed laws 52

Securities Dept.  
Closed cases 7 310

## Non-routine Calls

Genealogy 2  
Historical 5

## Mail Inquiries

Archival technique 4  
County officials 2  
Genealogy 5  
Historical 4  
Miscellaneous 7

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**ARCHIVES CATALOG**

**February, 1944.**

**Catalog Cards**

**Made by Archives**

**County Commissioners**

**Proceedings 6**

**(6 series cards)**

**31st G. A. 1879.**

**Analyticals 349**

**Withdrawals 20**

**Index Cards 0**

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**354**

VAULT ADMISSIONS

February, 1944.

Auditor of Public Accounts	4
Civil Service Commission	1
Department of Insurance	2
Public Works & Buildings	11
Registration & Education	37
Revenue: Motor Fuel Tax Div.	1
Illinois Commerce Commission	2
Liquor Control Commission	4
Secretary of State	
Executive Dept.	19
Index Dept.	4
Securities Dept.	1
Shipping Dept.	1
State Treasurer	21
Superintendent of Public Instruction	9
Clerk of the Supreme Court	1

ILLINOIS STATE LIBRARY  
ARCHIVES DEPT.

Report for March 1944

Accessions.

The statistics this month show the transfer of Secretary of State's correspondence 1931-36. Physically the transfer was made in February but was not labelled and entered in our accession records until last month.

14 new closed cases files were received from the Securities Department and the Index Department made land title transfers three times.

The Secretary of the Senate transferred Senate records of the 1st special session of the 64th General Assembly, 1944.

Departmental Vaults.

Records in continuation of records previously authorized for transfer were moved into the Departmental Vaults belonging to the Vital Statistics Division of the Department of Public Health, the Division of Parks of the Department of Public Works and Buildings, and the Auditor of Public Accounts. The Auditor moved in 12 volumes of appropriation ledgers and 100 Warrant volumes.

The archivist spent parts of two days selecting printed records for the document archives from discards from the Secretary of State's Shipping Department. A set of Automobile License Reports and volumes to fill in gaps in our files of printed House and Senate Bills, also other miscellaneous items were picked up. These have not yet been sorted, but have been shelved temporarily on Level 6 of the Archives vaults.

8     Staff Work.

The archivist was out four and a half days with a cold. During part of each day I was able to work at home, and made index slips for 1943 changes in laws affecting the various State departments, also historical entries for the new temporary commissions created by the General Assembly of 1943.

Although miscellaneous duties have taken up considerable time, I have made substantial progress on the checklist of documents published by the Territory and State of Illinois. I am trying to make this a definitive list and am checking and re-checking the laws and journals as well as our catalog notes and the indexes to the journals. I am re-reading the Journals for notes on printing, doing most of the latter work at home on my own time. That is work which should be done free of interruptions. I have found a number of entries of items for which there are no known copies. I propose to make several photostatic copies of the cards sent to Mr. McMurtrie so that the Historical Library, Illinois Documents Collection and the Archives Department can each have a checklist copy.

I also spent considerable time working with Mr. Hansen and Mr. Blood on forms for use in connection with the copying of the Alexander County records. The sample film Mr. Hansen made was left in Cairo so I cannot append an enlargement as planned.

Mr. Iben's report is appended. In addition, Mr. Iben assisted Mr. Monahan of the Historical Library in reading proof on a large number of French and German footnotes. He also dismantled the exhibit of Bombed Books, on March 22d.

Miss Boylan has sent translations of pages 102-109 of the Registre.

Miss Scheffler has revised the filing of 24 of the 38 drawers of the letter "B" in the Name Index. She is still working on analyticals for the 1881 General Assembly but has also done some work on the 1883 General Assembly. As soon as I am sure she has the technique of these analyticals thoroughly in mind so that she can go on with them with comparatively little supervision on my part. I shall start her on archival series cataloging. She is getting along very well despite the fact that her work does not yet show up statistically.

Mr. Wetherbee and Mrs. McFadden have finished filing the Corporation Reports through the letter E. Perhaps it will go a little faster this month because Mr. Hansen is able to do quite a bit of stapling and unfolding for them while he is awaiting repairs on the camera.

#### Photographic Laboratory.

The most important work undertaken was the filming of the Alexander County records. We agreed to film 309 volumes for them provided they would furnish the film and provide the living expenses for the photographer. We also agreed to film for our own use the early Commissioners Records. Mr. Blood's report, I presume, gives a detailed account of the discouraging results of the first week's work. Our Photorecord Camera not only proved inadequate but broke down completely. Just before Mr. Hansen left he produced a perfect sample of copy work, and the sample run of film he made at Cairo came out all right. Trouble which developed the first day became progressive--by worse and none of the films brought back can be used. We will have to bear the expense of Mr. Hansen's time and the film replacement. I have

studied these films and am convinced the fault was not with the technical skill of the operator. The center of each film is perfectly focused and timed but the copy fades progressively in all directions towards the diameter. This looks to me as if there might be a light leakage into the camera, but Mr. Hansen says it is due to the sticking of the shutter. Both Mr. Blood and Mr. Hansen returned to Springfield deeply discouraged, but impressed, as all my talks had failed to show them, with the fact that this field work calls for extreme care and expert technique both in the matter of taking the pictures and laying out the work.

The Photorecord Camera has been sent to the manufacturer for repairs and we are attempting to purchase a new Recordak Model C-1. Mr. Hansen should be sent to the factory for instructions in operating the new camera unless they are willing to send some one here to set it up and show us how to operate it.

Great care has been taken to make the certification, etc. a model. The arrangement of frame on each roll is as follows:  
Frame 1. "Filmed by Illinois State Library Archives Department." Large size letters (originals 3in. high) so this can be read without a magnifying glass.

Frame 2. "Alexander County, Illinois." Same size letters.

Frame 3. "Records of County Clerk and Court." Same ~~size~~ letters.

Frame 4. Microphotographic certification by County Clerk.

(Typewritten form appended). Ruler laid by side to permit enlargement to exact size.

Frame 5. Photographic Information; Certificate of Camera Operator.

(Typewritten form appended). Ruler.

Frame 6. Name of series, number of volume and inclusive date,

also in letters legible to the naked eye.

Frames 7ff. Pages of the manuscript. Ruler laid beside first page to permit enlargement to original size; also shown for every change in page size.

Frame a. "End of Vol. \_\_\_" Also in legible character

Frame b. Blank

Frame c. Name of series, number of volume and inclusive dates for next volume, as on Frame 6.

Frames dff. Pages of the manuscript as in Frames 7ff.

Frame a1. Photographer's Certificate of continuance on Roll.  
(see appended typed form)

Frame a2. "End of Roll No. \_\_\_". Also in legible characters.

Also appended is a copy of the Camera Operator's Retake Certificate. Descriptive frames will also be used to identify the document.

The statistics for the Photographic Laboratory will be found in the Statistics section of this report.

#### State Records Commission.

The State Records Commission held its first meeting in the Archives Conference Room on March 7. Representative of the State Agriculture Department participated. As the Proceedings of this meeting have been filed with the archivist it is unnecessary to comment in detail upon this meeting. Two things should be noted. First, we have offered storage space in the Archives Building (Vault 11 West) for records recommended for destruction. These must be properly labelled and will be packed tight, the Department having no access to them. If the General Assembly refuses permission



for destruction the documents are to be returned to the Department. If destruction is authorized the Commission recommended that the archivist have the documents cut several times across on our cutting machine and that the different sections of each sheet be sent to the baler at intervals of a week or so, to obviate the possibility of anyone patching together and producing documents supposed to have been destroyed.

The second matter to be noted is that this meeting gave us an excellent opportunity to expand our archival objectives.

Right now the department heads are concerned with the primary election. I recommend that a copy of the March and April issues of Illinois Libraries containing an article explaining in some detail the purposes and methods of destruction of records, be sent to every director and elective state officer, with a covering letter from Mr. Hughes. Probably few will read the article but it may again remind them that there is a State Records Commission. I suspect many records have been destroyed recently in the wastepaper drive. Two chief clerks have confessed as much to me privately.

#### Miscellaneous Notes.

The Washington and Lafayette portraits have been cleaned, repaired and restored. They are now in the second floor lobby awaiting reframing.

Miss Katharine Turner, formerly a member of the Archives staff has joined the WAC Air Force, and is now stationed at Fort Oglethorpe, Georgia.

Miss Julia Macpherson, also a former staff member, is an unopposed candidate for Circuit Clerk of Sangamon County on the Democratic ticket.

Mr. E. Riley, elevator operator, has taken a two months' leave

of absence on account of sinus trouble, but does not expect to return. He has removed to his old home at Mattoon. His position is now being filled by Mr. Lambert Metzger, who was one of the assistant doorkeepers of the House at the last session. He is very efficient, interested in his job and dignified.

Miss Kathleen Gaffigan began working three afternoons a week as typist for the Archives Department on March 22d.

#### Staff Absences

Mr. Blood, Friday P.M. March 3; Friday P.M. March 24; Saturday March 25.

Miss Norton, Tuesday March 14-Saturday March 18.

Mrs. McFadden, Wednesday P.M. March 8.

Mr. Iben, Wednesday P.M. March 8.

All absences were caused by illness except that Mr. Iben's and two of Mr. Blood's were on account of the wife.

A photostatic copy of the Williamson County inventory was presented to the Marion Carnegie Library at Miss Parks' request. We are furnishing one free photostatic copy of the H R S inventory where the inventory was not printed, upon request. So far we have had only four or five requests. In as much as we originally sponsored this project, it seems only right that we should help the counties get something out of it. Usually this copy goes to the county court house, but this time it seemed that the copy was thought to be of greater value in the public library.

Dr. Lester J. Cappon, secretary of the Society of American Archivists and a professor at the University of Virginia visited Springfield on Society business on Saturday March 4th, but did not arrive in time to visit the Archives Building. He was here for the dedication.

Copies of the latest National Archives bibliography on archival science have been given to the professional members of the Archives staff as a guide to professional reading. Miss Scheffler at least is following this outline systematically, and I suppose others too, though they have not talked with me about it.

Another interesting visitor was Mr. Donald E. Harrison, district manager of Graphic Microfilm Service, Inc. of Boston. Mr. Harrison was not trying to sell anything but asking advice. He says his company so far has specialized largely in newspaper filming, and of course, recently, on war work. He is preparing for the post war trade. He says that commercial microphotography to date has been very haphazard, based upon what the customers thought they wanted. He anticipates a chaotic condition after the war with many fly-by-night companies. He believes this service work should be based upon an intensive study of suitable applications of microphotography--has it been used for the wrong materials, are there applications as yet undeveloped? Somehow he had got hold of some of our articles on photography. He was particularly interested, however, in obtaining copies of what we have published on establishing priorities for records. We spent a very stimulating two hours in discussing some of the legal implications of microphotography.

Mr. F. A. Hatchett of Benton, Ill., has been here nearly every day doing some extensive research in the deed records for a flood relief project by the Division of Waterways.

Except for occasional visits from genealogists private research involving the records has disappeared as a war casualty.

Respectfully submitted,

Archivist.

Springfield, Illinois

March 27, 1944.

To: Miss Margaret Norton, Archivist  
From: Icko Iben, <sup>Research</sup>~~Records~~ Assistant  
Subject: Report for Period of February 27 to March 25, 1944

The discovery of the only marriage record not found previously, of those recorded by a hand older than that of Mr. Perrin, enables us to say that all of these documents extant in this collection, have now been processed. This last one, according to the cover sheets holding the others, was listed by Perrin among the records for the Virginia Period and apparently not recognized for what it was. Although it represents the oldest marriage contract in the group (1763), this document is a copy, prepared by Pierre ~~Anglois~~ <sup>Anglois</sup>, notary, in 1782. ~~Anglois~~ endorsed the copy with the following statement:

"I certify that this copy conforms to the original, that I have copied it word for word except for those portions eaten by the mice which can not be deciphered, and that the lines, which are left blank, are due to the mice, in testimony whereof I affirm this copy. At Kaskaskias, December 26, 1782."

Pierre ~~Anglois~~ <sup>Anglois</sup>, notary.

Seven additional manuscripts were calendared and indexed, the total number of entries supplied during this period for the Name Index being 144. Two of the records handled were listed with the Registre des Insinuations (1737-1769) in Perrin's Index (French Period), but they turned out to be autographed appeals of the Attorney Marc Antoine Coquet de Trazaile to the Court of Cahokia, written in the fall of 1793.

The other five belong to the English Period (1763-1778); three of them are arbitration committees, verdicts made in 1777, all involving Sieur Antoine Harmand dit Sansfaçon and in his favor; the other two are probate cases, one of them being an appointment of Richard McCarty as executor for Ferraut. McCarty signed this document, which is of some interest, since he being a Connecticut Irishman, may be looked upon as a good example of the incoming Americans, subject to the drives motivating the trek and the influence of the French civilization in the American bottoms. He participated in the taking of Vincennes, was made commandant of Fort Bowman at Cahokia. After that, he misused his power against the French, perhaps in mistaken overzealousness for his soldiers, became later thoroughly attached to the French cause and was killed by Indians early in 1781, on his way to Virginia with petitions from the Kaskaskia French.

Much time was spent in preparing a systematic chart of the 70 marriage contracts which will serve perhaps a number of purposes. While the chart is a list arranging these records chronologically, an alphabetical index has been prepared to ease the use of it.

A thorough study of the French property laws has consumed the rest of the available time. This study should enable your correspondent to make a more accurate calendar and interpret the various records more satisfactorily.

ARCHIVES  
ACCESSIONS  
March 1944

	<u>Cases</u>	<u>Docs.</u>	<u>Drawers</u>
Secretary of State			
Index Dept.			
Correspondence, 1931-36			288
Deeds to State Property, 4 cases		24	
Securities Dept.			
Closed Cases	14		
General Assembly			
Secretary to Senate			
Bills, 1944 Special Session		12	
	<u>14</u>	<u>36</u>	<u>288</u>

**ARCHIVES**  
**REFERENCE**  
**March 1944**

**Routine Dept. Calls**

General Assembly	6
Governor	1
Correspondence	

**Insurance Dept.**

Records	1
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**Secretary of State**

**Accounting Dept.**

Records	1
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**Corporation Dept.**

Annual Reports	92
Index Cards	35

**Court of Claims**

Closed Cases	1
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**Executive Dept.**

**Criminal records:**

Commutations	1
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**Records of State and  
County officers:**

Notary Public	14
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Trade Marks	3
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**Index Dept.**

Deeds to State Property	52
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Election Records	28
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Enrolled Laws	21
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**Securities Dept.**

Closed Cases	5
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**State House Commission**

Records	1
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262

# Historical, Genealogical, etc.

## Genealogy

State Census	2
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Federal Census	14
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## Mail Inquiries (Reference only)

County Officials	13
------------------	----

Archives Technique	6
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Genealogy	2
-----------	---

Historical	3
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Miscellaneous	6
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312



ARCHIVES  
CATALOG  
March 1944

Cards made

0

ARCHIVES  
VAULT ADMISSIONS  
March 1944

Auditor of Public Accounts	14
Civil Service Commission	1
Commerce Commission	1
Insurance Dept.	9
Liquor Control Commission	2
Registration & Education Dept.	42
Public Works & Bldgg. Dept.	
Director's Office	2
Div. of Parks	2
Div. of Waterways	1
Secretary of State	
Executive Dept.	21
Index Dept.	3
Securities Dept.	3
State Treasurer	39
Superintendent of Public Instruction	
Teachers' Retirement System	<u>2</u> 142

ARCHIVES  
FIELD VISITS  
March 1944

Lake County	1
Will County	1
Macon County	1
Alexander County	1
Pulaski County	1
Jersey County	<u>1</u>

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**ARCHIVES**  
**PHOTOGRAPHIC LABORATORY**

	Photostats	Microfilm Exposures
Corporation Recording	148	
Index Dept.		
Copy of election records	1	
General Reference Library		
Miss Skogh	148	
Loan Desk	38	
Williamson Co. Inventory	320	
Archives		
Forms for Alexander Co.		
etc.	80	
Alexander Co. records		
7 rolls	738	5600
		5600

ILLINOIS STATE LIBRARY  
ARCHIVES DEPARTMENT  
Report for April 1944

Accessions. The Legislative Council transferred two drawers of form letters from the O.P.A., re rationing, priorities, prices, etc., part of the collection of war data being compiled by the Illinois War Council. It is understood that the Historian for the War Council may need later to borrow these for reorganization of the material and for writing the war history.

The Index Department filed two land title documents to go into Case 22 Box 244, concerning transfer of land by Lovina P. Thompson to the State Department of Public Health.

Departmental Vaults. Transfers were made by the Division of Vital Statistics and the Civil Service Commission transferred records previously authorized. Permission to transfer certain correspondence by Dept. of Registration and Education was refused, subject to reconsideration upon request, on the verbal advice of the head file clerk, who felt this would crowd out more important records already authorized.

Visitors.

Rose Josephine Boylan, Ralph McCoy, Mr. Mulvey of Photostat, and Lieutenant Mary Frances Nuess were among the callers. Mr. Clarence Paine, librarian of Beloit College spent a day here doing research on the family of Clamity Jane about whom he was writing a paper.

Miss Bertha Josephson, manuscript curator at the Ohio State Historical and Genealogical Society spent two days and two nights here. The Society is custodian of State Archives, but is handicapped by politics, an inadequate building and inconvenient location (on the University campus two miles from the Capitol). Her predecessor, Mr. Overman seems to have spent more energy trying to get Dr. Lindley's job away from him than in working on the archives. Miss Josephson did not tell me this, but I got it from other sources. Miss Josephson is performing miracles but the Ohio situation shows clearly what I have always contended, that ~~its~~ <sup>their</sup> work should be recognized as a distinct function, as it is here in Illinois. Miss Josephson is trying to edit the Society's publications, collect and service private manuscripts and service State records, each of which is a full time job. They expect to make another drive at the next General Assembly for a new building and for a more distinct and separate archives department. Miss Josephson brought a questionnaire as formidable as the one from the State of Washington.

The University of Illinois Library School visited the Archives Building on Saturday morning, April 29.

The Illinois County Officials' Association held its state-wide conference in Springfield April 26, 27 and 28. We announced that we would hold open house for them, and tried to have a place for this designated on the program. Instead, the invitation to visit us was extended verbally. The few who visited us came on Thursday when both Mr. Blood and I were tied up at the hotel. However, both of us met a number of the officials and perhaps did more good than thru visits to the building.

I addressed the Probate Clerks' Association in the morning and the Circuit Clerks' and Recorders' Association in the afternoon. I had also been invited to attend and be presented to the County Clerks' Association in the morning but was unable to leave the meeting I was in. However, I had previously spoken to this group when it had a special called meeting here earlier this year. I spoke informally from notes, on the subject of the applicability of microfilming to county record work. The probate clerks asked several questions, but the afternoon group was several times as large and seemed very much interested. Dextigraph and microfilm copies of the 1818 Constitution were distributed as samples.

An exhibit of special interest to the county officials was prepared. One historical document from the State Archives for each county is shown. These included legislative petitions, enrolled laws creating the counties, the Registre, canal records; charters of towns, colleges, and other matters of local interest. These manuscripts occupy four cases in the Museum. The built in wall cabinet is devoted to a microphotographic exhibit. On the top is a photograph of the Brown County file, balanced by a large sign reading "Are your county records insured?" Below is a sample film strip labelled: How to make your insurance film acceptable for court use. Each frame is numbered on the white paper on which the strip is mounted, and the different forms used in copying county records, full size and numbered, show exactly how the work should be done. On the bottom shelf are two folio volumes surmounted by a 100 ft. roll of film with a sign indicating that two volumes can be copies on one roll of that size. This exhibit is not artistic, because the samples are of various sizes and shapes, but it is striking and stimulates curiosity.

At the same time we also set up exhibits in the new exhibit cases in the second floor lobby. These exhibit shows a few documents from 1818 and 1819. The lights generate considerable heat so that we must not leave them on too long. However, these cases are very satisfactory because they are easy to load, and breaking up the exhibit into small parts makes for a more artistic appearance. When the new cases are

installed I plan to use these second floor cases for showing archives techniques in a popular way-one time repair methods, another time photographic methods, etc.

### Staff Notes

Miss Emma Scheffler underwent a serious operation on April 9th. She returned home April 30th but will be unable to work for some time.

Mrs. Sutton was loaned to us from the stenographic pool for two days last week; which helped greatly but still has not brought our typing work up to date.

### Photographic Laboratory.

We have been completely out of photostat paper for over a week though paper was requisitioned in February. Miss Bowles has written again to try to speed it up. With our Photorecord Camera in the repair shop also. That accounts for a comparatively light month in the laboratory. For the past week Mr. Hansen has spent most of his time stapling corporation reports, which ought to speed up the filing in that series. Also he has taken Miss Scheffler's lunch time shift in the Reference Room.

### Staff Work.

Mr. Wetherbee and Mrs. McRadden are still filing corporation reports, having finished the letter L.

Mr. Iben's report is appended and Mr. Blood will report separately.

Mr. Iben, Mr. Blood and Mr. Wetherbee assisted in setting up the new exhibit.

I worked most of the month except the last week on the checklist of Illinois documents. I have slips for about a thousand documents, exclusive of analyticals for the collected reports for which Mr. Mc Wurtrie and I think we can quote Miss Masse's Index to Economic Documents: Illinois - subject of course, to rechecking same. I suspect no copies will be found for at least a third of the documents before 1835, many of which were issued in editions of as few as 15 copies.

### Reference Work.

Most of our outside reference work is routine genealogical work. It may be of interest to note, as a matter of administrative history, some of the questions on archives technique which we receive from time to time.

Mr. Harrison, Chicago Manager of the Graphic Microfilm Service, Inc., is anxious to keep informed as to our studies on the applicability of microphotography to State and county records.

The North Carolina Department of Archives and History sent a questionnaire about our experience in handling and making available records coming in faster than they can be properly taken care of as received.

The Rev. Thomas O'Connor, historiographer for the Catholic Arch Diocese of New York asked for a copy of our catalog rules.

The Oregon Planning Commission asked advice on drafting a new archives law (referred with comments to Prof. Newsome, chairman of our Society's Committee on Uniform Legislation.)

Sent photostatic copies of photographs of our vaults and receiving room equipment to Ohio State Archaeological and Historical Society.

Received three letters from the National Archives (two from Dr. Buck), commenting upon recent articles in Illinois Libraries.

Correspondence with the chairman of the Society's Committee on Equipment not included in our statistics, but important as a sample of advice sought.

#### Equipment.

The Society of American Archivists has a very active committee on equipment. The chairman, Mrs. Leddy, is going on the theory that up to now archivists have had to adapt their requirements to equipment commercially available. After the war the equipment companies will be in a more receptive mood than they have been in the past so this is the time for archivists to decide what they really need in the way of equipment. We would be glad to get suggestions as to specialized equipment, particularly locally devised or adapted equipment which comes to your attention. As I no longer see salesmen and trade literature I may be missing out on things which I should know about.

#### Archives Building.

The life size portraits of Washington and La Fayette, painted by James W. Berry for the State in 1840, have been cleaned, restored and rehung in the Archives Reference Room. See Illinois State Journal and Register for Sunday April 30.

Bibliography on originals:  
Washington, by John Vanderlyn.

John Marshall. The life of George Washington...  
N.Y. Wm. H. Wise & Co. 1925. v.5. frontispiece and facing  
page. (Photograph of original)



Franklin, Charles E. Art and artists of the capitol  
of the United States of America. U.S. Gov't print. off.  
1927. p.65, 78, 124 (portrait of artist), 126, 129.

La Fayette, by Amy Scheffer.

Franklin, Ch. Lit. p.85, 86 (portrait of artist), 87  
(copy of painting), 88-90.

Respectfully submitted,

Archivist.

**ARCHIVES ACCESSIONS**

**April 1944**

**Documents**

**Drawers**

**Legislative Council for**

**Ill. War Council**

**Form letters re rationing  
priorities, prices, etc.**

**2**

**Secretary of State Index Dept.**

**Deeds and abstracts**

**2**

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**2**

**2**

# ARCHIVES REFERENCE

April 1944

## Routine Departmental Calls

Secretary of State	
Accounting Dept.	4
Corporation Dept.	
Annual Reports	142
Index Cards	35

Executive Dept.	
Records of State and County Officials:	
Notary Public	4
Oaths of Office	3
Trade Marks	3

Index Dept.	
Correspondence	53
Deeds	23
Election Records	27
Enrolled Laws	132

Securities Dept.	
Closed Cases	10

General Assembly	
Waterways Div.	26
Canal Records	2

Historical. Genealogical. etc.	
Genealogical	19

Mail Inquires	
Archives Technique	8
County officials	11
Genealogy	4
Historical	2
Miscellaneous	4

512

**ARCHIVES CATALOG**

**April 1944**

**Catalog Cards**

**Made by Archives**

**1885 General Assembly**

**267**

**Index Cards**

**3**

# DEPARTMENTAL VAULT ADMISSIONS

April 1944

Auditor of Public Accounts	5
Civil Service Commission	3
Commerce Commission	3
Insurance Dept.	5
Liquor Control Commission	1
Public Works Dept.	
Div. of Waterways	1
Registration and Education Dept.	32
Revenue Dept.	
Div. of Liquor Revenue	1
Secretary of State	
Court of Claim	1
Executive Dept.	13
Index Dept.	3
Securities Dept.	3
State Treasurer	13
Supt. of Public Instruction	<u>1</u>
	85

# **PHOTOGRAPHIC LABORATORY**

**April 1944**

	Photostats	Microfilm Contact Prints
Corporation Dept.	54	
Index Dept.		
Election records	6	
Library Loan Desk	28	
Collections Dept.	42	
White County inventory		
Cards	400	
For Archives Dept.		
State Constitution, 1818		
(Samples for convention)	250	250
Leaflet for County		
Officials-preliminary		
lay-outs	25	
	793	250

## ILLINOIS STATE LIBRARY

### ARCHIVES DEPARTMENT

Report for May, 1944

#### ACCESSIONS

The Corporation Department of the Secretary of State's Office, transferred approximately 14,800 Index Cards and five volumes: changes of name and dissolution, vol. J, W, O, 1932-33, 1939-40, 1941-42; 1 volume of Certificate of Issuance of Stock, 1942; 1 volume Record of Fees 1939. Later in the month they sent over several volumes which they had intended to send with those noted above. These latter volumes are still in the fumigator and not yet accessioned.

Mr. J. Wick Perrin presented his father's annotated copy of Perrin's History of Illinois, which has been added to the Perrin Collection.

Deed records for five pieces of State Park property were deposited.

#### Departmental Vaults

The Division of Liquor Revenue, Division of Waterways, Division of Parks and the State Treasurer transferred records to their vaults.

Mr. Buchanan and Mr. Jerdon, of the Liquor Control Commission, conferred with the archivist about records in their vault. At the time authorizations for transfer were originally made, this department was only a couple of years old and was still working on its forms. We were generous in the matter of authorizations at first because of their own uncertainty as to the value of their records. They say that their application forms, which are certified, now contain all the information to be found in their other records. I therefore, notified the Commission in writing that no other than application records would be acceptable for transfer to their departmental vault. I also suggested that they ask for a meeting of the Records Commission to discuss disposition of other records.

Mr. J. D. Reeder, actuary in the Insurance Department, and his secretary, Mrs. Andrews, discussed the transfer of insurance company reports. This gave me an opportunity to discuss the inconvenient sizes and methods of binding the reports. I asked him if there were no possibility of reducing the size of the reports so that they would fit into legal size drawers and so permit the filing of all reports of one company together. At present the reports are bound in such a way as to

bring all life insurance reports for each year together. To get all reports of one company out, one has to search through many volumes averaging 12 x 20 x  $\frac{1}{2}$  to 2 inches. These volumes won't stand up on shelves and take too much space lying down. It is almost impossible to keep them clean or in order. Mr. Reeder was not only sympathetic, but interested. He is a member of the forms committee for the State Insurance Association. He says the big problem in getting this size changed is that all states use the same form and it would be difficult to get them to change. Since most big companies report to all states, they would insist upon this uniformity. It will be necessary to work along the line of economical use of paper to put this across. Mr. Reeder has sent me a sample report form and requests my cooperation in working out something. I am writing to Mr. Runyan for suggestions.

### Staff Work

A checklist of Illinois Territorial and State Publications 1809 thru the 1835/36 session of the General Assembly has been completed. The basis for this bibliography is the order to print documents, compiled from the Session Laws and the Journals of the House of Representatives of the General Assembly of Illinois.

Prior to 1840 all publications except for an occasional document reported in the contingent fund of the Governor, were specifically authorized by the General Assembly. Although vouchers by the Auditor of Public Accounts, which would verify actual publications are not extant, it is probable that the documents ordered printed, with the possible exception of several in the territorial period, actually were printed, though no copies are now known.

For this early period it seems desirable to have not merely a checklist of documents printed by the Territory and the State, but also a guide to the contents of the documents. For that reason, several features not usually found in a checklist have been included.

1. Where the documents have been printed elsewhere, either in a contemporaneous official or unofficial publication, or printed for the first time at a later date, that fact has been noted. Except where these documents have been printed in the Session Laws or Journals, which cases are always noted, no attempt has been made to locate printings not noted in the catalogs of the Illinois State Library (Illinois Documents and Archives Departments) and the Illinois State Historical Library. It is probable that other Illinois memorials were printed by Congress.

2. Occasionally a document of a certain category, such as Joint Rules of the General Assembly, customarily printed for each session, was not ordered printed one year. The fact that the document was not issued is noted here as a matter of record.



3. Documents privately printed, but for which the State subscribed for a number of copies for distribution by the State, thus giving them semi-official status, are included. Examples are certain maps, Breese's Supreme Court reports, etc.

4. Printed petitions to the General Assembly and other archives files have been included. These are not of course official publications and do not belong in a checklist of official publications. They are, however, probably unique copies of early Illinois imprints obscurely located.

No attempt has been made to list blank forms used by the State nor Governors' proclamations and election notices advertised in newspapers. Such a list would be incomplete because it could be compiled only for those items mentioned ambiguously in the appropriation acts and reports on the contingency fund. Examples of the forms used for militia and civil commissions have been found in the Executive File in the archive of the Secretary of State, for the years 1810, 1811, 1814 and 1831. It is possible that some of the payments noted for printing Governors' proclamations, writs of election, etc. may have been for broadsides, but if so, no examples have come to light, so it is assumed that all of these were newspaper advertisements. It is impossible to determine this point from available source material.

4

TERRITORIAL AND STATE PUBLICATIONS OF ILLINOIS

1809 - 1835

As of May 1. 1944

	Entries	Orders to Print Separately	In Hist. Lib.	In by State Archives	No copies
<b>Auditor</b>	23	11	0	0	11
<b>Canal Commissioners</b>	8	7	2	0	5
<b>Comms. on Indian affairs</b>	1	1	1	0	0
<b>Constitutional Convention, 1818</b>	4	3	1	0	2
<b>General Assembly</b>					
<b>House &amp; Senate Bills</b>	83	56	0	24	32
<b>Committee Reports</b>	11	10	1	0	9
<b>House Journals</b>	18	14	12	10	1
<b>Senate Journals</b>	18	14	12	13	1
<b>Laws</b>	49	30	25	16	4
<b>Roll Calls</b>	8	1	0	5	1-
<b>Rules</b>	33	21	0	0	21
<b>Miscellaneous</b>	13	5	1	0	4
<b>Governor</b>	30	23	2	1	20
<b>Kaskaskia River Comms.</b>	1	1	0	0	1
<b>Penitentiary Comms.</b>	2	2	0	0	2
<b>State Bank</b>	4	4	0	0	4
<b>Supreme Court</b>	1	1	1	0	0
<b>Treasurer</b>	16	7	0	0	0
<b>Miscellaneous</b>	8	2	0	0	2
	<b>335</b>	<b>205</b>	<b>58</b>	<b>79</b>	<b>132</b>

This bibliography will be continued down to 1850, the date fixed by Mr. McMurtrie. Data on publications ordered and many bibliographical notes have already been collected and it should not take long to complete this. It is probable that some publications will be missed in this part of the inventory, since the General Assembly was relaxing its grasp upon the minutia of administration by the end of that period. State officers and institutions were publishing without specific legislative authorization.

When completed and checked against the library catalogs here, this bibliography will be copied on Dextigraph cards and sent to Mr. Douglas McMurtrie at Chicago. It is hoped that many documents of which the State has no copies, will be located in other institutions, permitting us to negotiate for exchange, purchase or privilege of photostating.

### Corporation Reports

The Index Cards came over in several alphabets and otherwise in disorder. Since these are in constant use, it has been necessary to throw them into a common alphabet as a preliminary to filing in with the cards already here. This has retarded progress on filing the Corporation Reports somewhat. Mr. Hansen has helped a great deal by unfolding and stapling reports between jobs in the photographic laboratory. Corporation reports are now filed part way thru the letter "P".

### Photographic Laboratory

Mr. Hansen took over the photostating for the Secretary of State's Addressograph Department for one week while that Department was engaged in special legal work for the Securities Department. Statistics for the Department will be found in the Statistics Section of this report.

### Perrin Collection

Mr. Iben's report is appended.

### Miscellaneous

We fumigated a moth collection recently received, for the State Museum.

Miss Warren loaned our State flag to the Blessed Sacrament School on May 23. It was returned the next day.

The large fan from the first floor lobby was sent to the front office by order of Miss Rogers.

The State Nutrition Committee used the Conference Room on May 1.

### Staff Notes

Miss Scheffler returned to work May 29, after a serious operation. By direction of her physician, she was working part time this week- 1:00 to 5:00 P. M., but hopes to be able to return to full time duty next week. Fortunately, there are several thousand name index cards for census records, awaiting preliminary and final filing, so she can work into her full schedule gradually.

A second son was born to Mr. and Mrs. Kenneth Blood, on May 18.

Mrs. McFadden took one week of her vacation May 15, to 21.

### Field Work

Mr. Blood will report separately on this subject.

We sent a photostatic copy of the H R S inventory to White County.

### Reference Work

Historical reference work continues slack, though Dr. Pease sent one of his graduate students over to confer about possible Ph.D. thesis subjects. This student is Mr. Carlson, an instructor in the History Department at State Teachers' College, at Macomb. He is a nature student, close to 40 I should judge. I suggested a history of the economic life of the Illinois canal, based upon the canal records; also, a history of internal improvements in Illinois based upon a sympathetic study of the problems involved rather upon the fact that it proved a financial fiasco. Mr. Carlson became quite enthusiastic over the second suggestion. He had not yet talked with Mr. Angle, but I think will take my suggestion.

Dr. R. C. Slater of LaSalle, here to attend the State Convention of Osteopaths, was an interested caller. He was looking for a copy of the ritual of the Knights of the Golden Circle, a copperhead organization of the civil war period. We do not have it, but he was interested in our close indexes which enable us to produce such stray items.

I have been working rather closely with Mrs. Virginia Gambrell, chairman of the Society of American Archivists' Committee on Equipment. She sent an elaborate questionnaire which took considerable time to answer. I think her basic idea splendid; namely, that now is the time for archivists to tell equipment companies what is needed and to help them design more adequate filing equipment. It was with that thought in mind that I instructed Mr. Blood to gather data on county equipment.

Respectfully submitted,

Archivist

To: Miss Margaret Norton, Archivist  
From: Ioko Iben, Research Assistant  
Subject: Report for period: March 26-April 28, 1944

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All records shown in Perrin's Index for the English Period (1763-1778) have been calendared and indexed. The eighteen records handled furnished 182 slips for the Name Index. One of the twenty four listed by Perrin (#12) has not been located as yet. Thirteen of the total were translated by Mr. Huoy, all translations have been carefully checked over. 6 were translated by the correspondent, three of these and three additional ones had to be translated to insure greater accuracy in rendering the meaning of texts. One record (#20) is so faded, that it shall have to be handled by special process. Twenty one of the twenty three records listed have been repaired, another one (#17) should be treated as soon as possible. This document contains a very detailed inventory from the year 1773, listing among other things every one of the implements of a smithy (about 30 different ones, including 4 anvils), priced at 400 liores. Two 6 year old oxen were valued at 800 livres in this same inventory, two 18 months old bulls at 80 livres, one of land (- 4/5 of an English acre) at 250 livres.

A total of a little over 400 (401 county records have now been entered in the calendar for the period 1673-1800; most of these have also been indexed. There remains to be done the 57 records listed for the Virginia Period (1778-1784), practically all of them trend, the fifteen odd numbers not located and, the ten left unindexed and untranslated.

A good many days were spent in the preparation of a paper on the marriage contracts reported on some time ago. In this paper an attempt was made to relate these documents to the trend law as it prevailed in Illinois and to set forth the meaning of their various provisions.

# ARCHIVES ACCESSIONS

May 1944

	Drawers	Documents	Vol.	Cards
Secretary of State				
Index Dept				
Deeds to State Property		26		
(6 Cases)				
Corporation Dept.				
Index cards				14,800
Volumes			5	
Legislative Council				
War Council Records	2			
J. Nick Perrin, Jr.				
Volume for Perrin Collection			1	
	2	26	6	14,800

# ARCHIVES REFERENCE

May 1944

## Routine Departmental Calls.

### Secretary of State

#### Corporation Dept.

Index Cards	54
Annual Reports	148
Fee Book	2

#### Executive Dept.

##### Records of State and County Officer

Notary Public	9
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Trade Marks	10
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#### Index Dept.

Correspondence	20
Deeds	30
Election Records	20
Enrolled Laws	15

#### Securities Dept.

Closed Cases	2
--------------	---

#### General Assembly

21 331

## Historical, Genealogical, etc.

### Historical

County Records	2
Governor's Correspondence	6
Miscellaneous	2
Land Records	4 1A

### Genealogy

5

## Mail Inquiries

### Archives Technique

14

### County Officials

34

### Genealogy

3

### Historical

9

401

# Archives Catalog

May 1944

Index cards	0
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Catalog cards	0
---------------	---



# DEPARTMENTAL VAULT ADMISSIONS

May, 1944.

Auditor of Public Accounts	7
Civil Service Commission	2
Commerce Commission	1
Insurance Department	6
Liquor Control Commission	3
Public Works & Buildings	
Main Office	2
Div. of Parks	1
Agriculture & Engineering	1
Waterways	7
Supt. of Public Instruction	1
Registration & Education	40
Secretary of State	
Executive Dept.	18
Index Dept.	6
Securities Dept.	1
Clerk of Supreme Court	1
State Treasurer	39

PHOTOGRAPHIC LABORATORY

May 1944

	Photostats	Microphotography	
		Exposures	Enlargements
For Addressograph Dept.	644		
Corporation Recording	60		
Index Dept.			
Archives Documents	20		
State Library			
Loan Desk	16		
Archives	20	4	4
	760	4	4

ILLINOIS STATE LIBRARY  
ARCHIVES DEPARTMENT  
Report for June 1944

Accessions. All accessions for the past month were deposited by the Secretary of State's office.

The Index Department transferred 29 documents relating to seven land title cases.

The Corporation Department transferred 3 volumes of Fee Records for the years 1940 to 1942 inclusive, and 3 volumes of records of certificates of Issuance of Stock for the years 1939 to 1941 inclusive.

DEPARTMENTAL VAULTS.

No records were moved into departmental vaults to my knowledge.

Visitors.

Professor Louise Dunbar of the University of Illinois History Department spent the morning of June 8th in the Archives going through the building and visiting with the archivist.

Mr. George Brown of the Shipping Department brought in his wife and another delegate to the State Parent Teachers' Association meeting in the city. As a special favor Mr. Brown wanted them to see the Special Vault and some of our treasures.

Mr. Thomas, a member of the faculty of Saskatchewan University, Canada, who has a fellowship at the University of Minnesota this year, spent part of one day here going through the building and discussing various archival matters.

Mr. Thomas was particularly studying the administration of historical societies, but was also interested in what we are doing, especially in our relations with the State Historical Library. Mr. Hillen, county clerk of Warren County and last year's president of the County Clerks' Association, also called one day.

In some ways the most interesting visitor was a young man from Macomb who was killing the few hours before being sworn into the army. He wanted to see <sup>an</sup> ever incunabula volume and spent a couple of hours turning pages. He had graduated from high school and had had part of one year at the Normal School where he had done a little page work in the library. He noticed water marks, commented on illustrations, and generally showed an intellectual alertness most unusual in a boy of his age.

Vacations. Mr. Wetherbee and Mr. Hansen took their vacations in June. Mr. Blood operated the Photostat for necessary recording.

#### Staff Work.

Corporation reports are now filed through the letters "Ro." The 15,000 Index Cards transferred last month, which came in considerable confusion, have now been thrown into one alphabet and are partly filed into the main alphabet.

Miss Scheffler returned to work following her operation, on June 1st, but the first two weeks of the month was only able to work half days. Mr. Wetherbee's vacation made it advisable to rearrange the hours at the desk. Since our heaviest work there comes between 8:30 and 9:30 a.m., Mrs. McFadden volunteered to come every day at 8:30. Miss

Scheffler took the desk from 4 to 5 p.m. Altogether during June Miss Scheffler was on duty at the desk for twenty-seven hours. She spent all her time during the month filing in the name Index. This included preliminary filing of several thousand cards and the revision of the filing. Upon her return from her vacation Miss Scheffler hopes to resume her cataloging work, and we expect to be able to report considerable progress.

I am very much disappointed not to be able to report the completion <sup>of the</sup> check list of Illinois Documents through 1850. There are still several more days' work to be done here. Mr. Hansen is making Dextragraph copies to be sent to Mr. McMurtrie.

The task of bringing the check list down to date from 1850 properly belongs to some one else. After a couple of weeks of completing odds and ends which have been postponed while the checklist was in progress, I propose to resume work on the History of State Departments. During the winter I took down bibliographical citations for the 1943 session laws. These I shall add to the bibliography on State departments and bring the History down to date. From time to time I have made notes of corrections and of places where the History should be expanded. This work will probably take at least two or three months. This will be a solid foundation for a checklist of state reports. Perhaps I can make some chronological charts which will be helpful.

Mr. Iben reports that he has translated and indexed the Charleville inventory and sale (62 pages--the biggest estate probated in the Perrin period), and the Record of sales (42 pages) covering the period 1778-1782, which was found bound

in with the Cahokia Court Record.

### Archives Reference.

Our longest reference question was from Mr. Kinnie Ostweig of Lee, Illinois, who is writing a political history of the state and who sends in detailed questions involving election and other statistics.

Other states turn to us for advice about archival problems. Pennsylvania asked for pictures and plans of the archives building and Mr. Rung of the Historical Commission with whom we have corresponded, says he would like to arrange to have me appear before certain interested groups when I attend the S.A.A. meeting. Michigan asked confidential advice about a certain applicant for the position of State Archivist. (Meantime, the legislature killed the appropriation.) Ohio sent a questionnaire concerning the possibility of using graduate students for interns. Mr. Corey, the new state historian of New York, plans to visit us on July 12th.

The chairman of the board of supervisors of Rock Island Professor H.F. Stooch of Augustana College, asked for help in relation to the new addition to their court house. I sent him a copy of the Illinois Libraries article on vaults, and have just had a reply stating that this information has been transmitted to the architect. He is coming here to visit us soon.

### Conference Room

The State Nutrition Committee used the Conference Room two days, June 12 and 13. They have held all their meetings here this year, and are very appreciative of being able to use the room.

Miscellaneous Notes.

Miss Woodell took a Civil Service promotional examination on June 3. Both her sons participated in Invasion, which made the month a very anxious one for her. She has had letters from both of them within the past week.

Miss Warren loaned the State Flag to the State School for the Deaf for their commencement exercises. It has been returned.

Death of Mr. Hughes.

As a matter of record it should be noted that the Honorable Edward J. Hughes died on June 28 and that the Honorable Richard Yates Rowe was appointed to complete the term of office, on June 29.

Respectfully submitted,

Archivist

# ARCHIVES ACCESSIONS

June 1944

	<u>Volumes</u>	<u>Documents</u>
Secretary of State		
Corporation Dept.	6	
Index Dept.		
Deed Records. 7 cases		29



# ARCHIVES REFERENCE

June 1944

## Routine Departmental Calls

### Secretary of State

#### Corporation Dept.

Annual reports	96
Fees	3
Index Cards	25

#### Court of Claims

Closed cases	3
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#### Executive Dept.

Criminal records	
Warrant	1
Executive record	3
Land patents	1
Records of State and County Officer	
Notary Bond	2
Oath of Office	1
Trade Marks	4

#### Index Dept.

Correspondence	18
Deeds to State property	34
Election Records	34
Enrolled Laws	20

#### Securities Dept.

Closed cases	3
--------------	---

General Assembly	8
------------------	---

#### Div. of Waterways

Canal records	1	257
---------------	---	-----

#### Historical and Genealogical

Genealogy	6
History	1

#### Mail Inquiries

Archival Technique	11
County Officials	11
Genealogy	4
Historical	1
Records Commission	1
Miscellaneous	2
	<u>294</u>

**PHOTOGRAPHIC LABORATORY**

**June 1944.**

	<u><b>Photostats</b></u>
<b>Corporation Dept.</b>	<b>50</b>
<b>Recording</b>	
<b>Index Department</b>	<b>15</b>
<b>Books</b>	
<b>Miss Rogers</b>	<b>12</b>
<b>Articles</b>	
<b>Archives Department</b>	
<b>Articles</b>	<b>29</b>
<b>Watermarks</b>	<b>44</b>
<b>Mr. Blood</b>	<b>40</b>
	<hr/>
	<b>193</b>

**Mr. Hansen was gone two weeks on vacation during this period.**

ILLINOIS STATE LIBRARY

ARCHIVES DEPARTMENT

Report for July 1944.

Accessions

From the Index Department we received the bound Journals of the House and Senate of the regular session of 1943 and first special session of 1944, 26 volumes in all.

Departmental Vaults.

The Registration and Education Department sent over their "Applications" file thru 1940. Also they sent about 10 drawers of director's miscellaneous file for which authorization had been denied on the basis that their available equipment will suffice for only one year of the extremely important "Applications" file. I indicated that if they could furnish steel files for this I would probably authorize the transfer, and suggested a conference on the subject. Instead the files were sent over with the applications files the day Mr. Rowe was appointed Secretary of State. It seemed to me that a very important principle was involved—that this might be an attempt to nullify the power of the State Librarian to exercise a censorship over what goes into the vaults, a censorship particularly necessary now that the vaults are nearly filled. I wrote a second letter to the director, informing him of my reasons for rejecting his request, and informed him that we could not be responsible for the safety of these records. The records are still setting on the floor in the Receiving Room, and my two letters suggesting further conversations on the subject have been ignored. Jim has been ordered not to permit those drawers to be taken to the vault pending further orders from this office.

The Circulation Records Division transferred some records to the State Library vault. I am dubious about a good many of the records being taken to that vault because I am dubious how permanent these records might be. However, I do not feel that I should question what the Assistant State Librarian authorizes to be transferred. I have no inventory of the contents of this vault and only the ~~request~~ idea of what is in it. Until we ~~became~~ cramped for space there, I suppose there is no reason for me to be concerned from an archival standpoint.

The Vital Statistics transferred several drawers of previously authorized correspondence.

Records from the Department of Public Safety (pardon and parole records) have recently been taken to the departmental vault of the Secretary of State's Executive Department.

The Secretary of State's bookkeeper also transferred vouchers to the front office vault.

### Staff Work

The checklist of Illinois documents, 1809-1850 is now ready to be dextrigraphed to send to Mr. McMurtrie. This has taken most of my over time for about six months, and I am still far from satisfied with it. After about 1836 it is impossible to know for sure that we have a record of everything published, since individual departments, given lump appropriations, were beginning to publish on their own responsibility. Also we cannot be sure about how many of the documents in the collected reports set were published separately. I assume all were, but have found separates only in cases where I found an order to print a specified number. Therefore I made analyticals for documents merely ordered printed only when they were regular reports of State offices. Complex bibliographical problems also arose for which another cataloger will probably challenge me. I made a number of cards giving bibliographical notes of one kind or another. Miss Hesse makes a distinction between "Department," "Document," and "Collected Documents" editions, but, with the exception of Governor's messages, I found no separates which were not the same edition as in the Illinois reports set, so I made no distinction there. I tried also to give citations to other places in which the documents were published, because there are very few documents whose contents are completely lost. However, I made no attempt to refer to manuscripts in the State Archives. Also, I included documents cited in Mr. McMurtrie's rough list, even though I found no authorizations to print. Admittedly this checklist is imperfect. However, it does give us information we never had before. I made 743 entries; found 668 orders to print, of which the Historical Library owns 150 documents; the Illinois Documents Department 49 and the Archives 184. There is very little duplication of holdings except in the case of legislative journals, collected reports and session laws. 383 documents are not represented in any of these three collections. Perhaps 25 others not owned by the State are indicated in Mr. McMurtrie's as being in existence elsewhere.

It would be a slow and expensive process, but I would like to see photostats of all missing documents in at least one of these three State departments preferably all three.

### Catalog

Miss Scheffler has turned in for revision, slips for the 1881 General Assembly analyticals. I have not yet found time to revise them.

Upon request, I submitted a review of the National Archives Bulletin No. 6: Buildings and Equipment for Archives. This is to be published in the American Archivist.

### Perrin Collection

Mr. Iben turned in a very detailed report as to the status of the Collection, particularly as to what remains to be done, before leaving on his vacation beginning July 10. He says he has not made sufficient progress since his return to justify a supplemental report. I therefore append a copy of his report dated July 8 as his report for July.

### Photographic Laboratory

The new Recordak Model C camera was installed on July 19. Since that time Mr. Hansen has spent most of his time on experimental work. He found that the film which we have on hand requires different timing and voltage from the regular Recordak film. I had the Cairo people send one of their rolls also to experiment with. Mr. Hansen, at my suggestion, also made comparative studies with the Photorecord Camera; also enlargements. Mr. Campbell dropped in for a few minutes one day this week to bring the film they had developed and to see how Mr. Hansen was getting along. Mr. Hansen happened to be off duty at the time, but Mr. Campbell looked at some of the work and remarked that, "Mr. Hansen does exceptionally good work." Mr. Hansen says there is no comparison at all between the two cameras, that it takes at least four times as long with the Photorecord camera, and the results are less sure, because of the difficulty of getting accurate focusing and timing. The more I think about it, the more strongly I feel that we must try to get the Recordak to Cairo. Mr. Campbell said he could see no reason for our being afraid to ~~send~~ it about provided Mr. Hansen supervised the transfer.

### Corporation Reports

The Corporation reports were filed thru the letter "U" and the Corporation Index Cards thru the letter "X". We hope therefore, soon to be able to resume the indexing of the 1850 census schedules.

### Archives Reference

Our most persistent reference customer has been Mr. F. A. Hatchett, who has for several months past been checking titles for the Department of Public Works. He informed me the other day that he has now reduced the snags in the canal title to three. Quite a few fragments of titles have been filed with us since he started the work.

We have had several interesting inquiries on matters of archival technique. The Pennsylvania Historical Commission continue to ask questions in relation to their proposed new building. Some months ago we sent them photostatic copies of our plans, which were circulated among members of the Commission

until they finally disappeared. They have also written, at my suggestion, to Mr. Hammond for specifications. I wish Mr. Hammond could get the job as consulting architect on some archival building- he was so fine to work with and has been so generous in sending information to my archives friends.

Mr. Genawine from the University of Georgia, asked my advice about the advisability of removing the State Archives of Georgia sixty miles from the Capitol to the State University. He asked me to be frank, and I was most frank and emphatic in expressing my disapproval.

### Visitors

Mr. Albert Corey, the new state historian of New York, spent parts of July 12 and 13 here. He says this is just a "preliminary" visit. He did not have time to call on you, but will be back later. He wanted to see our building and to ask my advice about the proposed new State Archives Building for Albany. He was so hurried that I did not find out much about the New York situation. I particularly wanted to know about Mr. Robinton's proposal for regional archival depositories. He brushed my inquiries aside with, "That proposal will have to wait. Our immediate problem is the new State Archives Building. Now what do you think of this matter," etc. I gathered that there is a lack of sympathy if not latent antagonism between the two men. He did say that Mr. Robinton is not very successful in his relations with county officials. As Mr. Corey put it, "Mr. Robinton is a city boy, and he just cannot talk the language of the county politicians. He tries to prosecute for taking one document out of the court house, may even go to court about it, but the minute he turns his back after recovering one record, a dozen are thrown away."

I did not find out anything about Mr. Corey and how he happened to get the job. I have never found out whether Arthur Pound, his predecessor, resigned to take something else, or whether he lost his job. Mr. Corey is a man of about forty, I should judge. He is not listed as a member of the American Historical Association in the 1942 directory, so is probably not a professional historian. He is a brother-in-law of Mr. Hunter, president of our Civil Service Commission, and his mother lives in Kankakee.

The setup of his office is as follows: The State Historian is in charge of what we would call the Historical Commission, is over the archivist, enforces the State records law (counties and towns) and in charge of historic sites and houses. He has neither an historical library nor an archives. As you know, in New York the Regents correspond roughly to our superintendent of public instruction, and have under them the State Library and the State Historian. The State Library has a department corresponding to our Historical Library, under Miss Esther Jacobsen. The State

Historian corresponds more to the editor in our State Historical Library. The early archives of New York were destroyed in the State Library fire of 1911, but what were salvaged are in the manuscripts department of the present State Library. Formerly the custodian of that department bore the title of archivist. It is now proposed to create an archives establishment not unlike our own in scope and functions. There is nothing that corresponds to that now, though the assistant state historian, who carries the title of archivist, will be the archivist in fact when the new building is erected. The Supervisor of Public Records (Mr. Robinson) enforces the State laws which compel local governments to house their records in fireproof vaults, and which require State approval for destruction of records.

Much of Mr. Corey's time and interest is devoted to the preservation of historic sites. A number of house museums, kept up by admission charges, have recently been offered to the State on account of revenue losses from stoppage of auto travel. The State already operated a number of historic sites and houses. His office also has charge of historical markers. I wanted to take him over to meet Jerry Roy, but he did not have time this trip.

The immediate problem is to plan the new Archives Building for which a site has tentatively been chosen. Unfortunately the archivist, Hugh Flick, has been drafted and is now in charge of all the current War Department records at Washington. He is on a Civil Service leave, and wishes to return after the war. They want him back also. The government will not release him now and may not do so for a couple of years after the war. New York State cannot wait that long to build the building and to organize the department. What to do? Shall they try to get some other archivist to take a leave of absence to do this very important preliminary work? Or can they find a person with the ability to do this work who will be willing to step down into second place after the war? Mr. Corey had just come from a conference with Dr. Buck at Washington. Dr. Buck had apparently recommended two of his staff, one of whom is at present at the Roosevelt Library at Hyde Park, the other a Vermont man. I know neither of them. Mr. Corey is inclined to think that perhaps the best solution would be to ask the budget commission for an assistant archivist to start at \$4,000.00 per year, which he thinks would attract the right person, and to let the salary be increased \$200 a year to \$5,000.00. He also is considering asking for a building commission to plan and supervise the erection of the building. He wants on that commission, Dr. Buck, Dr. Connor and Miss Norton. He asked if short leaves (a week or so at a time) could be arranged if that were to go through. I of course, told him that I would be glad to serve in any way I could, but that the proposition would have to be submitted through the Secretary of State. He said it was all tentative anyhow and might not go through at all. I suggested as a further possibility, getting Mr. Hammond as associate architect.

The plot selected as the probable site for the archives building is a shallow lot on a bluff in the block north of the Education Building which in turn is across the street from the Capitol and easter-cornered from the State office building usually called the "Al Smith" building. We discussed the possibilities of this plot, with which I am fortunately quite familiar. It may be possible to connect these other buildings to the Archives Building by tunnel. I fear there will be engineering problems connected with building on this bluff, and there is little chance for expansion. At the foot of the bluff there is a dead end street which used to be slums, and he says still is. I suggested the possibility of securing land there for a future warehouse, which Mr. Corey feels will soon have to be built.

Mr. Corey asked my advice about estimating for space allocations and equipment. They had no such survey of records as HRS made for us. I suggested employing some filing company to make a rough count for them; for each department, so many files of such and such size, so many files added each of the last five years (as an estimate of rate of expansion.) I also recommended starting a manual on state departments like ours, but that cannot be done in a short time.

#### Archives Extension

Mr. Blood attended the conference of the National Association of County Officials held at Syracuse, New York, July 24, to 26. He is taking one week of his vacation this week. His report for month of June, which was filed late in July, I believe brings him up to the date of his departure.

#### Vacations

Miss Wooddell, Mr. Iben and Miss Scheffler took their vacations in July.

Respectfully submitted,

Archivist



# CHECKLIST OF ILLINOIS DOCUMENTS

1850-1860

Entries	Orders to Print Separately	In Hist. Lib.	State Library		No copies By State
			In Ill. Doc.	In Archives	
Adjutant General	1				1
Attorney General	1	1			1
Auditor of Pub. Accounts	48	36	2		35
Bank, State	15	13			13
Bank of Illinois	8	7			7
Canal, Ill. and Mich.	19	16	4		12
Comm. on Indian Disturbances	1	1			1
Constitutional Conventions	12	10	5	1	5
Deaf and Dumb, Inst. for	3	2		1	1
Fund Commission (ers)	9	6			6
General Assembly					
House Journals	29	26	23	11	1
Senate Journals	29	25	22	11	1
Bills	94	138			50
Committees	58	57	6		51
Memorials by	11	11	6		5
Petitions to	25	25	2		21
Reports (collected)	8	8	8		7
Roll call blanks	17	16			14
Rules, etc. (Handbook)	51	33			2
Miscellaneous	10	10	2		0
Governor	79	71	6	5	7
Insane, Hospital for	2	1		1	57
Kaskaskia River Commr.	1	1			1
Laws	109	86	62	18	35
Library, State	1	0			30
Penitentiary	13	10			10
Printer, Public	4	2			2
Public Works, Bd. of	13	6			6
Schools, Supt. Comm.	4	3			3
Secretary of State	3	3			3
State House Commrs.	6	5			5
State Lottery	3				3
Supreme Court	4	4	2	1	1
Treasurer, State	27	18			18
Miscellaneous	15	10			3
	743	668	150	49	184
					383

Includes those printed in Illinois reports, which were all presumably also issued as separates

**ARCHIVES ACCESSIONS**

**July 1944.**

**Secretary of State**

**Index Department**

**General Assembly Records**

**House Journal, 1943 regular 12 v**

**Senate Journal, 1943 regular 12 v**

**House Journal, 1944 special 1 v**

**Senate Journal, 1944 special 1 v**

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**26 v**

# ARCHIVES REFERENCE

July 1944.

## Routine Departmental Calls.

### Secretary of State

Accounting Dept. 2

Fees

### Corporation Dept.

Annual reports 124

Index Cards 28

### Executive Dept.

#### Records of State & County

Officers: 1

Notary Public 7

Trade Marks

### Index Dept.

Correspondence 8

Deeds 126

Elections 32

Enrolled laws 3

### Securities Dept.

Closed cases 3

### Insurance Dept.

Annual reports 5

### General Assembly

0 341

Historical 2

### Genealogy

Mail Inquiries

Archives Technique 8

County officials 9

Genealogy 4

Historical 3

Miscellaneous 2

ARCHIVES CATALOG

July 1944

Cards

Check List of Illinois Documents,  
1809-50

743

# **VAULT ADMISSIONS**

**July 1944.**

<b>Auditor of Public Accounts</b>	<b>7</b>
<b>Civil Service Commission</b>	<b>43</b>
<b>Commerce Commission</b>	<b>1</b>
<b>Department of Insurance</b>	<b>2</b>
<b>Liquor Revenue Division</b>	<b>1</b>
<b>Public Works &amp; Buildings</b>	<b>1</b>
<b>Dept. Registration &amp; Education</b>	<b>37</b>
<b>Supt. of Public Instruction</b>	<b>1</b>
<b>Secretary of State</b>	
<b>Executive Dept.</b>	<b>12</b>
<b>Index Dept.</b>	<b>5</b>
<b>Securities Dept.</b>	<b>1</b>
<b>Shipping Dept.</b>	<b>1</b>
<b>State Treasurer</b>	<b>16</b>

**ARCHIVES****PHOTOGRAPHIC LABORATORY**

July 1944

**Dexigraph Photostat Exposures      Enlarge-  
ments**

Archives- Documents Checklist	300			
Corporation Dept.		46		
Index Dept.		27		
Deeds		4		
Election records		7		
Highway Dept.				
Deeds		9		
Public Works & Buildings Dept.				
Deeds		22		
State Library				2
Victory Books				
Archives Dept.			300	20
Tests				
<b>Total</b>	<b>300</b>	<b>115</b>	<b>300</b>	<b>22</b>

ILLINOIS STATE LIBRARY

ARCHIVES DEPARTMENT

Report for August, 1944.

Accessions.

The Securities Department of the Secretary of State's office transferred records on approximately seventy closed cases, the latest number on file now being 6086, though there are some gaps representing cases still pending.

The Index Department of the Secretary of State's office deposited a quit claim deed for a switch track at the Anna State Hospital.

Miss Warren has begun the transfer of the official correspondence file of the "Front Office", Secretary of State's office for the years 1933-1943. Since this transfer will be made a little at a time over a period of several weeks, it will not be accessioned until completed.

Miss McNamara, chief file clerk in the State Treasurer's office called me to their vault on August 23. All their shelving equipment is filled and they think perhaps it will be best to transfer some of their older volumes to the Archives vaults. I suggested transfers of all records to 1870. So many of the early records are already in the archives that this would make place only for a negligible number of volumes. I then suggested the year 1917 and that would make room for 150 volumes. Mr. Willard is to write us if he decides to make the transfer, but so far he has not done so.

I inquired about how the film recording of warrants was working and Miss McNamara supplied me with the following data: From September 1942 to January 6, 1944, 540 rolls of 16 mm. film were used. This uses 5 drawers of film arranged in 4 rows, or 108 rolls per drawer. She could not tell me how many volumes would have been required for these records. Each roll contains between 6500 and 7000 frames per roll. It is probable, therefore, that between 80 and 100 volumes would have been required.

Departmental Vaults.

There have been no transfers this month.

Staff Work.

The checklist of Illinois documents has been copied on Dextigraph cards and is about ready to be shipped to Mr. McMurtrie. I am

putting our copy in a separate drawer in the Archives catalog. The next step will be to check the Archives catalog for omissions and corrections. Most of the printed documents for this early period were cataloged in short form many years ago. It is likely that there may be quite extensive substitution of cards in the Archives catalog. It is likely that when the Illinois documents collection is moved from its present location that this separate checklist drawer will be transferred also.

I have been doing odds and ends this month which are time consuming but which hardly show up as accomplishments. For instance, I added some guide cards for the early General Assembly records, rearranged some files, read proof, etc.

The typing and proof reading on the Calhoun County Commissioners' Proceedings v. B and C, 1837-39 and 1839-46 and on Winnebago County Commissioners' Proceedings v.1, 1836-40 are finished. The typing on volume one for Christian County is finished and partly proof read. Miss Wooddell has finished typing the first 107 pages of Clark County Commissioners' Proceedings.

I am anxious to get the County Commissioners' Proceedings typed and indexed. We have occasional calls for these records but can expect many more when people find out that we have them and when people again turn their thoughts to historical research. These proceedings give the earliest and sometimes only authoritative information about the coming of early settlers, early roads, bridges, ferries, inns and taverns, the selection of the site for the county seat, the building of the first court house, care of aged and dependent persons, guardianship and apprenticeships of minors, early crimes, and many other phases of pioneer social life.

I have resumed work on bringing the History of State Departments down to date. One new major State department was created by the last General Assembly which also made a large number of revisions of the laws governing State departments chiefly to do away with inconsistencies and anachronisms in the laws. Nearly 1000 index slips for the 1943 session laws were made some months ago. I am now transferring these citations to the detailed bibliography on State government, and also making revisions in the two volumes on the History of State Departments. I have done a good deal of work on this already but hesitate to report statistically because I am doing the simpler revision first. Considerable revision and re-writing will be necessary, particularly for the first part because that was done in less detail than the form I adopted as I expended the original conception of the work. I may also make a condensation or series of genealogical charts later. I cannot estimate just how long this revision will take, probably several months.

The next big job which I propose for myself is to work with Miss Scheffler to complete our series entries for the Archives catalog. Making archival series cards involves considerable experience with the use of the documents and of their contents.



It will probably be necessary for me to work quite closely with Miss Scheffler on this.

Miss Scheffler in the mean time is continuing the analyticals of General Assembly records. She has completed the analyticals of printed materials through 1882, but has not finished typing them because she has been assisting me in the final checking of the checklist. I find Miss Scheffler's work both accurate and thorough. Later when we again have two full time typists I think we should speed up her work by having her type only the main entry card, leaving the typing of secondary cards to others.

Another catalog project which I hope we can undertake before long is the cataloging of our films. Mr. Hansen maintains a working index which enables him to produce a film on call, but we have never found the time to make the full descriptions desired for the Philadelphia Bibliographical Center and Union Library Catalog. It has seemed more important to get our archival holdings analyzed for the catalog to enable us to give better service to our patrons. Meantime I am asking Miss Scheffler to read on the subject of film cataloging. I should appreciate having her attention called to articles on cataloging film which you may notice from time to time.

The filing of Corporation reports was completed early last month, but Mr. Wetherbee and Mrs. McFadden are still working sporadically on the index cards which, however, are practically finished now.

Mr. Wetherbee has revised the Index to Deeds and had it retyped. He is proofreading the Index to the Senate Journal for 1839/40. This index was made a number of years ago. The paper has worn out and additions written in from time to time. It is desirable for me to have a copy in my office and to have a fresher copy for Reference Room use. Several of these indexes were retyped a long time ago but never proof-read. A partially retyped copy of the House Journal for 1838/39 turned up recently in a desk, so I have been having Miss Gaffigan complete it. We have been making one extra copy for the Abraham Lincoln Association for their use in connection with the history of Vandalia which Dr. Pratt had started. This project has been dropped temporarily so I do not know that they are now interested in having a copy.

We have resumed the indexing of the 1850 federal census, completing the first 14 pages of Bond County (p.361a-368a).

#### Photographic Laboratory.

Winfred Helm photostated one five page article for the Reference Department during Mr. Hansen's absence. No Corporation Department has come in.

work

Our Recordak Camera was shipped to Cairo on August 19th (Saturday). Mr. Hansen and Mr. Blood left for Cairo the following Monday to resume the microcopying of Alexander County records

started during the winter and delayed because of the breakdown of the Photorecord camera. A note received from Mr. Blood on August 24th announced the safe arrival of the camera and a satisfactory test run of film. Work was started in the County Clerk's office in order to get out of his way before the election rush. It was the plan at the time Mr. Hansen and Mr. Blood left, for them to return to Springfield after a week to develop film already taken to make sure that the work was satisfactory.

#### Visitors.

Captain Thomas, in charge of records at Wright Field, Dayton, Ohio, and a professor from Miami University whose name I did not catch, called one day. Captain Thomas is particularly interested in repair of records and asked my candid opinion of the laminating process. He is personally somewhat skeptical.

Mayor Bloom of Rockford, accompanied by Dr. Gunderson head of the Rockford Health Department and two engineers from the Rockford Sanitary Engineering Department called on August 22. They were interested because I am a Rockford woman, and asked me to show them over the building. Dr. Gunderson was particularly interested and asked many questions. All showed astonishment at the cleanliness of the building.

Dr. Cross' secretary brought over Dr. Pedro de Araujo Penna of Rio de Janeiro, Brazil, who is visiting State health departments all over the country. He did not speak English much and I do not know how much he got out of it, but I took him through the building.

A scout master, Mr. Nelson Chubb and his scout son came in one day as a part of a Lincoln pilgrimage. They had made the Lincoln trail hike of which they were very proud as the boy has had infantile paralysis and is very frail looking. I showed them some of our Lincoln manuscripts and took them around the building. Mr. Chubb was very appreciative of the attention which the people of Springfield gave to them. They were such delightful people that it was easy to see why they received attention everywhere.

The American Legion convention brought a number of visitors. In fact, we have had as many registrants for the month of August as for the whole year up to this time. Most were from Illinois, but Minnesota, Missouri, Colorado, Tennessee, Arizona, Pennsylvania and Washington, D.C. were also represented.

#### Reference Work.

Probably this should not be reported under Reference work: We fumigated some bird skins for the State Museum.

Mr. Hatchett who has been checking deed records for the Department of Public Works and Buildings for several months has completed that job, so there will be a drop in statistics in that department.

Mr. Zimmerman from the Legislative Council is working on some

of the canal records in relation to post-war plans for disposal of the canal. It has been proposed to use the canal for a parkway but there seems some question as to reversion of title to the United States if the canal is abandoned.

Mr. David Donald of Goodman, Mississippi, writing a Ph.D. thesis on the life of William H. Herndon under Professor Randall of the University of Illinois, did some work here, though we have almost nothing on Herndon in the archives. I was able to arrange for a meeting with my friend Mrs. Ralston, the last surviving child of Herndon. Mr. Donald's pleasing personality and obvious hero worship for her father quite flattered her, and she called me to thank me enthusiastically for sending him.

On his request, I compiled for Mr. Borton of the State Architect's office a list of the State records which were presumably in the State house at Vandalia; also gave him a description of a quill pen actually used there in 1835 which we have; and set him right on the purchase of a press which he supposed was a letter press but which I suggested was more likely a cupboard. Letter press copies were not used in the State house during the Vandalia period.

State Records Commission. A meeting with a representative of the director of the Department of Agriculture on August 15, 1944. Minutes of this meeting were to have been filed with you by the Secretary, Mr. Angle, so it is not necessary to report on that here.

The Department of Public Safety expects to ask for a meeting of the Commission to discuss disposal of certain record cards.

#### Personnel.

Two janitors, Sutherland Clay and William Armstead, and one watchman, Harry Mason, have left the State service.

I have been appointed a member of the <sup>on Photographic Reproduction</sup> A.L.A. Committee under Mr. Paul N. Rice, Chairman, for the two years beginning September 1, 1944.

Respectfully submitted,

Archivist

mon:lk

28 August 1944

Miss Margaret Norton  
Archivist

Dear Miss Norton:

This is the first report to follow the summary report handed to you in July.

Your correspondent has continued the calendering and indexing of the Perrin Collection. Keeping in mind a number of indexing and refinement-in-translation propositions in the earlier files, he has ~~has~~ proceeded with the records filed for the Indiana Territory or, to be more correct, classified thus by Perrin. Of the 28 items handled 10 were found to be in French.

Two of these ten are records of 14 marriages reported by Olivier, missionary and priest, as having been performed by him in Cahokia, between 2 April 1799 and 15 September 1800. Among the couples was one designated as a "free" negro couple, Joseph Henry Richard and Marie Louise Lafleure; another was Joseph Bourdon and Marie, an Indian woman. Another important record is the "Record of elections and resolutions made by the owners of the Common Field in Cahokia, 1801-1804," in the hand of John Hay, covering 6 folio pages.

The other records are writs of execution to the sheriff, a statement of court costs, proceedings of the Circuit Court, 31 October and 1 November 1808. Then there are marriage reports made ~~by~~ <sup>by</sup> four different justices of the peace: George Atchison(1801), David Badgley(1806), Joseph Bankson(1806), William Biggs(1802).

Miss Norton- 28 August 1944-2

The largest record handled is the Record of the Court of Common Pleas of St. Clair County, April 1, 1801- March 1803 , consisting of 130 pages in a volume of 469 pages. The indexing of this v., which was carried to p. 44 inclusive, had to be abandoned on account of the extremely brittle nature of the paper. An interesting glimpse of the processes of integration taking place within the mixed community is afforded by the observation that the Court Clerk ( John Hay), in an otherwise wholly English Record, quoted a salvo of strong French invective allegedly uttered by Baptiste Champlain defaming François Trucotte as unpatriotic.( P.C. p. 37(I)# 2. p. 38-39).

Another large Record is the Record A for indented slaves(crossed out and replaced by: servants) for St. Clair County, 1806-1819, 1832, with a separate series of nine entries of slaves freed in 1814. This record alone yielded 331 slips for the Name Index, it records the "contracts" between some 170 negroes and their masters. Shadrach Bond junior, the later governor, whose father was encountered some years before as "yeoman of the Grand Ruisseau" having an orphan, Baptiste Wiser, 8 years old, bound over to him for service, is listed several times as owner, but not after 1810/ On the other hand there is an entry, showing the signature of Ninian Edwards, governor of Illinois Territory, third governor of the State, recording a negro couple and their four children, 25 June 1832.

The Perrin numbers of the records handled are as follows:

p. 41#12 } these are two of the 13 listed msg in  
43# 2 } the July-summary-report

37# 1-23 (24 msg)

37(II)# 1, 10, 11 the last two not numbered by Perrin, were found loose in the Record of Indentures

Miss Norton-28 August 1944-3


The total number of slips prepared for the Name Index is 777.

With respect to their preservation it is to be said that 6 of the 28 records require REPAIR very urgently, including the 130 p. of the Record of the Court of Common Pleas. 15 more shall have to be repaired eventually. 6 were repaired in the past.

The typing of the Name Index has been started. As soon as the typewriter has been fitted with a balls-bar, your correspondent expects to type entries for an hour or so every day.

In the preparation for another paper based on the French records much interesting information ~~has~~<sup>has</sup> been encountered, while making bibliographical preparations. In the continued study of the history of the State and its antecedents several interesting data concerning the French-Indian problem have been found. The most important of these is the reference of C.W. Alvord in the first v. of the Centennial History (p. 138) to the records of baptism in the Parish Records of Kaskaskia for 1701-1713, which have revealed at least 18 matings of Frenchmen and Indian women. This required of course a slight revision of the paper prepared some time ago.

Respectfully submitted

  
Ieko Iben

# ARCHIVES ACCESSIONS

August 1944

	<u>Cases</u>	<u>Documents</u>
Secretary of State		
Securities Dept.		
Closed Cases	70	
Index Dept.		
Needs to State Property	<hr/>	<hr/>
	70	1

# ARCHIVES REFERENCE

August 1944

## Routine Departmental Calls:

General Assembly Records 11

Governor  
Correspondence 3

## Secretary of State

Corporation Department  
Annual reports 99  
Index cards 32

Executive Department  
Criminal records  
Pardon records, 1883 2

Executive record 3

Records of state and county officers  
Notary bonds 3

Trade Marks 7

## Index Department

Deeds to State property 27  
Election records 45  
Enrolled laws 7  
Secretary of State Correspondence 5

Securities Department  
Closed cases 3

Waterways Department  
Illinois and Michigan Canal 10  
State Parks 1

258

## Historical and Genealogical

Archives technique 1  
Federal Census 9  
State Census 11

## Correspondence

County Officials 3  
Archives technique 1  
Genealogy 3  
Historical 5  
Miscellaneous 7



**ARCHIVES CATALOG**

**August 1944**

**Catalog Cards**

**Made by Archives**

**HAS publications**

**2**

**Made by General Catalog  
Department**

**33**

# **Vault Admissions**

**August 1944.**

<b>Auditor of Public Accounts</b>	<b>7</b>
<b>Illinois Civil Service Commission</b>	<b>37</b>
<b>Court of Claims</b>	<b>1</b>
<b>Department of Insurance</b>	<b>6</b>
<b>Liquor Control Commission</b>	<b>1</b>
<b>Dept. Public Works &amp; Buildings</b>	<b>1</b>
<b>Architecture &amp; Engineering</b>	<b>1</b>
<b>Supt. of Parks</b>	<b>2</b>
<b>State Treasurer</b>	<b>. 24</b>
<b>Registration &amp; Ministration</b>	<b>31</b>
<b>Supt. of Public Instruction</b>	<b>1</b>
<b>Clerk of Supreme Court</b>	<b>1</b>
<b>Sec. of State</b>	
<b>Securities</b>	<b>1</b>
<b>Index</b>	<b>3</b>
<b>Executive</b>	<b>46</b>

# PHOTOGRAPHIC LABORATORY

August 1944

	<u>Photostats</u>	<u>Microfilm</u>	
		<u>Frames</u>	<u>Enlargements</u>
Mayor of Rockford	2		
Corporation Dept.			
Contracts	28		
Sales Agreements	44		
Index Dept.			
Deeds	22		
Election Petitions	8		
Highway Dept.			
Deeds	48		
Waterways Dept.			
Deeds	20		
Library Reference			
Articles	31		
Victory Book Drive		4	4
	203	4	4

## ILLINOIS STATE LIBRARY

### ARCHIVES DEPARTMENT

Report for September, 1944

#### Accessions.

The only accession was abstracts of title and other papers relating to farm lands for the Pontiac branch of the Penitentiary, filed by the Index Department - 8 documents.

The War Council has directed O.P.A. to send one copy of each directive directly to the Archives for filing in the archives of the War Council. About 10 documents have come so far.

#### Departmental Vaults.

The Secretary of State's Executive Department brought in some Notary records.

The Drivers' License Division were permitted to take two long wood tables to their vault for temporary use during their rush season.

Mr. Dana Munn moved in the auto license plates for numbers 1-20,000. He stated, "I don't want to do anything improper, but I must have some place to store where they will be under lock and key and where I can be sure no one else can get access to them. I know of no other place but archives where that could be accomplished, so don't say, No, because they are coming in anyhow." Miss Rogers was not in the office that day (Friday, September 28) but it seemed to me to be a reasonable request and I granted it. The cartons are being housed in 12W7. I am a little afraid of the temptation involved in that large almost empty vault. Should we "take steps"? Possibly provision should be made in plans for the new building for a special lock-up place, perhaps with partitions, for such cases as this, also for the sort of temporary storage Miss Warren needed.

#### Staff Work.

The archivist was able to work almost full time on the revision of the history of State departments. Most of the entries in the detailed bibliography have been made and substantial progress can be reported on the revision. Partly because of upset conditions in the office the first part of the month, and partly with the idea of finishing as much as possible before leaving on vacation, the easy parts have been done first. It is difficult therefore to report quantitatively on this, especially since I skipped from one part of the alphabet to another doing related items. Also I refuse to hazard a guess as to how long it will take to complete the job. So far it has gone faster than I had anticipated.

In connection with a reply to a request from the Vermont State Archives Commission for lists of categories of records suitable for destruction, I have completely revised our notes on the destruction of records. The first compilation, dated 1939, listed 25 categories of records authorized for destruction. By 1943 this list has lengthened to 44 entries, showing that our State Records Commission law was not enacted any too soon.

Reports from Mr. Wetherbee, Dr. Iben, Miss Scheffler and Mr. Blood are appended.

Mrs. Williams has been typing the first card for the archives catalog from the Checklist of Illinois Documents. To these cards Miss Scheffler will add tracings from which the secondary cards can be made. Perhaps half of the entries are already in our catalog, but these entries are fuller and more accurate as to editions, etc. Miss Scheffler and I decided it would take less time to get the full entries into the catalog this way than through an attempt to revise the cards already there. We may have to withdraw several hundred cards but most of these are all old cards anyhow.

Miss Koval has been completing the typing of the 1938/39 Journal indexes which Miss Gaffigan did not finish before she left.

#### Photographic Laboratory

Mr. Hansen spent the first two weeks of the month in Cairo copying Alexander County records. He made 38 rolls of film, transcribing approximately 100 volumes of County Clerks' records as follows:

Commissioners' records, Will records, Administrators' and Executors' records, Records of Guardians' Bonds, Guardian Inventory, Sales Records Jur g.; Probate; Proof of Publication Records, and part of the Marriage Records. At the end of the second week, Mr. Hansen returned to Springfield and spent the third week of the month developing film. 25 rolls were developed and all came out well. The fourth week of the month Mr. Hansen returned to Cairo. He plans two weeks in Cairo and one week in Springfield.

Winfred Helm has done all photostating for us this month as shown by the statistics.

#### In-Training Course.

At the invitation of the Illinois Civil Service Commission, I have prepared an outline for a course of four lectures for the Commission's In-Training Course. A copy is appended.

#### Staff Notes.

Miss Lucille Koval resumed her position as stenographer on September 5, after a leave of absence. Miss Maude Woodell transferred to the Department of Public Welfare, September 15th, and her position as Senior Typist was taken by Mrs. Grace M. Williams, who began work in this office on September 18th.

Mrs. Florence McFadden started her second week of vacation on September 8th.

Mr. Loria E. Grubb replaced Mr. Mason as afternoon watchman.

Building Notes.

The outside woodwork of the building was repainted gray.

Respectfully submitted,

Archivist

non:gnv

**Report**

**Aug. 29 - Sept. 26**

**1944**

This has been more or less a routine month with fewer reference calls than usual, I believe. The reading machine was out of order about a week. That caused some delay on three requests.

We finished filing the corporation cards a few days ago. Now we are caught up on the corporation records.

Five file drawers of front office correspondence, 1933-40 have come over and been put away on level two following the 1936 correspondence of the Secretary of State.

The indexing of the microfilm census has advanced to Bond County, page 369.

A majority of my time has been spent in the Reference Room where I have filed cards, proof read, and handled the routine calls coming into the Reference Room.

Sincerely,

(Signed) B. Ambrose Wetherbee

Miss Margaret C. Norton  
Archivist  
Illinois State Library

My dear Miss Norton:

The month of September has sped all too quickly. Here it is the twenty-eighth of the month and I can only report that I have read a few articles on the subject of Microfilms. The two which I have found to be the most helpful are the following:

William Jerome Wilson's two articles on "Manuscripts in Microfilm" published in the July and October, 1943 issues of The Library Journal and Margaret F. Parmelee's "Cataloging Microfilms at the University of Michigan", in the Journal of Documentary Reproduction, December 1940. Alex Landenson's comments on "Some Random Observations on Subject Cataloging" were read with interest. This appears in the July, 1944 issue of the Library Journal.

As to statistics I can report the following: 61 analytical entries have been made and typed. These have not been filed nor have the total number of cards typed been counted. I wish to include them in the report to be made after the cards have been revised and filed in the catalog.

10375 cards have been rearranged in the NAME INDEX and 14 new entries have been typed. This work was done while relieving at the Reference Desk.

The POLICY FILE, which is kept at the catalogers desk, has been begun. Although there are but a few entries now it will grow in time. I believe this will be of great help in making our cards more uniform and keeping the entries consistent.

Respectfully submitted,

(Signed) Emma M. Schaffler  
Cataloger

Sept. 28, 1944.



Springfield, Illinois  
28 September 1944

Miss Margaret C. Norton  
Archivist

Dear Miss Norton:

During the Report Period additional records filed during the Indiana Period, were calendared and indexed.

In order to do justice to the job of processing Court Dockets, your correspondent had to apply himself to the study of legal terminology, in which Black's dictionary was of course quite helpful. But far more enlightenment came, rather unlooked for, through a thorough study of Philbrick's Laws of Indiana Territory, which was begun simultaneously for background study. The 280 odd well documented critical pages on the legal institutions, their evolution, the judges and lawyers of the period were most carefully gone over and copious notes made. Cross references between the records and the references in Philbrick were being made, a thing, which would hardly be practicable without preliminary acquaintance with his work.

There appears to be good evidence that Philbrick did not have access to some of the important records of the period. The Record of Indentured Slaves, mentioned in the previous Report, is not identical with the one used as source for the statements on p. CXL-CXLI, also footnote 1. Two court records, p. 37(II)#2 and 3, undoubtedly Common Pleas Court records of St. Clair County (which is suggested by their character and by the names of the litigants

Miss Norton-September 1944-2

and defendants) were probably not used by Philbrick; for the lawyers pleading most of the St. Clair cases in these dockets were referred to by him as specially active in Randolph County. "while in St. Clair a far greater proportion of the litigants appeared for themselves" (ibid. p. CXCIV. see also p. CXCVII. both footnotes 4), neither of which conclusions does seem to be borne out by these dockets.

The two dockets described have so far yielded 92 entries for the Name Index.

Additional reading in background literature (Bogges finished, Centennial History continued, various articles completed) leads to somewhat better understanding of the problems involved. There appears to be ample justification for such study, for, whereas an historian without records is unthinkable, an archivist could be of little use to either constituents or scholars without historical background.

Two French-Canadian papers were translated, digested and the results recorded for later use (*Recherches historiques. Bulletin d'archeologie, d'histoire, de biographie, de bibliographie, de numismatique*, etc. v. 25, 1919: 16-31, 90-96). These articles described or rather represented copies of inventories of estates, one of a sergeant-major stationed in Montreal, deceased in 1662, the other of a Catholic priest, the last provincial and superior commissary of the Recollects in Canada. The editor of the *Recherches* mentioned a dozen additional inventories, of the Quebec area, published to date. We may find ample material in time to give a more or less accurate description of the material culture of the French-Canadians and their off-shoots in the Mississippi Valley, 1670-1800. The bibliography on this subject has been carried about half way through the AMA bibliography (Griffin).

Respectfully submitted,  
(Signed) Lake Park

**Illinois Civil Service Commission**

**In-Training Courses**

**Record Making**

**Objective:** Improving the quality of State records at point of creation.

**Pre-requisite:** For file clerks; stenographers; office managers and others who create records.

**Contents:**

Records versus Files. The problem: too many records and not the right kinds. Records in a democracy. What purposes do records serve and what happens when records are not kept properly. Qualities of a good records system.

Materials from Which Records are Made. Papers, carbon copies, cards, inks, typewriter ribbons, stamp pads, seals, folders, guides. Co-ordination between paper sizes and filing equipment.

Reduction of Bulk of Records. (a) At the point of origin. Paper sizes, and weights, design of forms, segregation of permanent from ephemeral materials, etc. (b) Disposal of records already in existence through scientific weeding, microphotography, etc.

Applications of Photographic Methods to Record Keeping. (a) Photocopy. (b) Microphotography. (c) Other applications.

**Time:** After December 1st.

**Place:** ?

**Number Meetings:** Four

**Instructor:** Miss Margaret C. Norton, Archivist, Illinois State Library.

**ARCHIVES ACCESSIONS**

**September 1944**

**Secretary of State**

**Index Department**

**Deeds and Abstracts to State Lands. 8 documents. (1 case)**

ARCHIVES REFERENCE

September 1944

Routine Departmental Calls

Secretary of State

Corporation Department

Annual Reports - - - - - 129  
Fee Books - - - - - 4  
Index Cards - - - - - 28

Executive Department

Executive File - - - - - 3  
Land Records - - - - - 3  
Records of State and County Officers:  
Notary Public - - - - - 1  
Trade Marks - - - - - 5

Index Department

Correspondence - - - - - 14  
Deeds to State Property - - - - - 3  
Election Records - - - - - 29  
Enrolled Laws - - - - - 6

Securities Department

Records of Closed Cases - - - - - 2

General Assembly

Records - - - - - 12  
Smith-Hurd Annotated Statutes - - - - 4

Insurance Department

Annual Reports - - - - - -19 262

← Miscellaneous

Genealogy - - - - - 2  
Federal Census - - - - - 14  
State Census - - - - - 2

← Mail Inquiries

County Officials - - - - - 10  
Archives Technique - - - - - 4

ARCHIVES REFERENCE

September 1944

Continued

Mail Inquiries (Continued)

Genealogy	- - - - -	2
History	- - - - -	4
Miscellaneous	- - - - -	4

304

# ARCHIVES CATALOG

September 1944

## Name Index

Retyped and Revised	14
Canal Record IM-LS	17
	<hr/>
	31

## **Admissions to Vaults**

**September 1944**

<b>Auditor of Public Accounts</b>	<b>4</b>
<b>Illinois Civil Service Commission</b>	<b>38</b>
<b>Commerce Commission</b>	<b>1</b>
<b>Insurance Department</b>	<b>2</b>
<b>Public Instruction</b>	<b>27</b>
<b>Registration &amp; Education</b>	
<b>Secretary of State</b>	
<b>Court of Claims</b>	<b>2</b>
<b>Executive Department</b>	<b>8</b>
<b>Securities Department</b>	<b>2</b>
<b>Shipping Department</b>	<b>1</b>
<b>State Treasurer</b>	<b>15</b>
<b>Vital Statistics</b>	<b>2</b>
<b>Waterways. Division of</b>	<b>1</b>
	<hr/>
	<b>104</b>



**Archives Field Visits**

*Sept 1949*

**Kenneth Blood**

<b>Alexander County</b>	<b>2</b>
<b>Massac County</b>	<b>1</b>
<b>Hardin County</b>	<b>1</b>
<b>Saline County</b>	<b>1</b>
<b>Williamson County</b>	<b>1</b>
<b>Jackson County</b>	<b>1</b>
<b>Peoria County</b>	<b>1</b>
<b>Schuyler County</b>	<b>1</b>

**PHOTOGRAPHIC LABORATORY**

**September 1944**

**Exposures**

**Photostats**

**Alexander County**

**County Clerks Records**

**(Est) 28,500**

**38 rolls**

**Corporation Department**

**Recording**

**30**

**Index Department**

**1**

**Election Record**

**Archives**

**22**

**Articles on Watermarks**

**Library Reference Department**

**5**

**Article**

---

**28,500**

**38**

ILLINOIS STATE LIBRARY

ARCHIVES DEPARTMENT

Report for October, 1944

Accessions. None.

Departmental Vaults. No transfers.

Staff Work. There is little to report for the month of October. The archivist was absent on vacation three weeks and other members of the staff have been doing necessary but not showy routine work. For instance, Mr. Wetherbee has been reading proof on the retyped indexes to House and Senate Journals, some of this typing having been done as long as one or two years ago. Mrs. McFadden has resumed work of unfolding and refiling General Assembly records and is now working in records for the year 1905.

Mrs. Williams typed about a hundred pages of the first volume of the Clay County Commissioners' Proceedings and I read proof on what she had done to check on it. It is beautifully done. She alternates that and typing of catalog cards. (the recataloging of the checklist.) She is also assisting in checking the Alexander County film as noted below.

I also checked the last volume of county commissioners' records typed by Miss Wooddell. She had not followed instructions as to format, part of a page being double spaced, part single spaced, sometimes typed on both sides of the sheet, margins too narrow, etc. I understand she said that my instructions were wasteful of paper, but instead of discussing it with me, she followed her own desires. I had hoped to be able to use part of what she did, but there are so many omissions and typographical errors that I have had to discard all her work on county commissioners' records. I mention this to be on record in case something should come up later with reference to her qualifications.

A little work has been done towards the indexing of the 1850 census. The reading machine has been in constant use during the month, chiefly for other work. Mr. Wetherbee reports that they have indexed the Bond County census for 1850 to page 397A, about 2352 cards. These cards are reported upon statistically only when a county is completed. On at least two days patrons had to be refused the use of the reading machine because another patron was already using it. Mr. Hansen had the small machine in Cairo. The question arose

as to whether we should try to use the Historical Library's newspaper reading machine which only shows quarter pages. This machine, however, was also in use. Fortunately in each instance the patron was either from Springfield and had work to do in the Historical Library while awaiting his turn. We are certainly justified in having refused to give up our reading machine.

#### Alexander County Microfilm Project.

At present we are checking the Alexander County films for retakes. This work involves very considerable eyestrain due to the flickering caused by rapid turning to the various pages, so we are taking turns working at it--Mr. Wetherbee, Mrs. McFadden, Mrs. Williams and myself. Mr. Blood tried to do some while I was away on my vacation but reported it caused a recurrence of his chronic eye trouble. It takes from forty minutes to an hour and a half to scan one film. One film a day is about all one person can stand, but we are making progress, though slowly. We are also making a card bibliography as we go.

Mr. Hansen has now taken 120 rolls of film of which 45 have been developed to date and 15 have been scanned. I have instructed Mr. Hansen to develop all rolls now completed before returning to Cairo.

The quality of the work so far examined is excellent. The chief difficulty which has shown up is a mechanical matter which Mr. Hansen has promised to watch closely in the future. Several frames in some of the rolls show a perfect image for the right hand page but a blurring of the left hand sheet. Mr. Hansen says this must be due to static electricity which makes the rather stiff paper of tightly bound volumes spring away from the holder finger. The moving is slight and not noticeable to the operator, but sufficient to spoil the film. This is the most frequent cause for retakes which will run from none to not more than ten to a roll, which is not bad for the first experience with the machine.

#### Pulaski County Microfilming Project.

Pulaski County has asked us to microfilm their records which were damaged in the flood. Mr. Blood states that the county clerk wants approximately 50 volumes, estimated at 15,000 pages done, and the circuit clerk approximately 100 volumes, estimated 60,000 pages. These records are fading badly, and will have to be filmed one page to a frame.

#### Civil Service Course.

The Civil Service Commission has requested us to give a series of four lectures on State Record Making. This will be given during the month of December. I have heard indirectly that "a number of persons" have signed up for it. One State employee (not in the Library) asked me if there would be any

possibility of my giving a course at some later date which would carry university credit. It is something to think about for next year if this year's course is successful.

Mr. Iben's report is appended. Mr. Bleed's report will be sent when received.

Miss Scheffler has completed the analyticals for the 33d General Assembly, 1881-82. She is also studying the subject of cataloging microfilm and will start getting our files cataloged as soon as she has had some instruction in the cataloging of archival series. I plan to work with her in detail on this point as soon as I have finished revising the History of State Departments now in progress. We are also gathering data for a future revision and amplification of our catalog rules. Miss Scheffler is keeping a card file on our decisions as to new or expanded rules.

#### Staff News.

Mr. Metzger, formerly our elevator operator, has been transferred to the freight elevator in the capitol and replaced here by Mrs. Dedricks.

Lovenia MacDonald, matron, did not return at the close of her vacation. She had been fearful of losing her job as a result of the change in administration and presumably found employment in defense work.

Taylor Moore, janitor, has been transferred to the Archives from the Centennial Building.

Reference Work. Mr. George J. Fleming, Jr., of the University of Chicago, is using the canal records, presumably for thesis work.

Our duplicate staff manual has been loaned to the Georgia archives at the request of Miss Given, the archivist.

A copy of our Catalog rules was sent to Mr. Sidney Goldman, director of the Public Record Office, Trenton, N.J., during my vacation.

Additional research has been undertaken for the State Architect's office in connection with the restoration of the old Vandalia state house. Local tradition places the House of Representatives at the west end of the building, but structural evidence would seem to locate it at the east end. Although the HRS copy of the Fayette County Commissioners Records lacks the six months of 1859 which might contain the contracts for the remodeling of the building by the county, I did find two items which may partially corroborate the

architect's findings, and at least give him a lead to possible county records which may be useful.

Copies of our transcripts of Illinois laws relating to the destruction of records were sent to Mr. Harrison Conant, State Librarian of Vermont and to Miss Meyer of the Illinois Civil Service Commission. Other material on this subject was also given to Miss Meyer to use in a panel discussion at the national meeting of the merit council and civil service groups. Two inquiries came from persons interested in training for archivists--one a senior at the University of North Dakota and the other from a Sister of Mercy from Cincinnati. Besides advice I invited both to attend the Harrisburg meeting and Sister Celestine accepted.

The Municipal Finance Officers Association, one of the Midway group of governmental agencies, has invited the Society of American Archivists to cooperate with its Committee on the Preservation of Public Records. I sent a brief commentary on their first bulletin on the subject. While this is a part of my activities as President of the Society, activities which I have not been reporting in these State Library reports, this is something which touches so closely upon our own work that I call it to your attention. I also sent the Association some of our literature. In reply I received a request to be put on the mailing list for Illinois Libraries. A slip for this is appended. Mr. Robert S. Barnes, Assistant Director, writes, "We find much of your 'Illinois Archival Information Section' of value to us... We shall be pleased to work with you in any way possible to facilitate solutions to the problems existing in the field of public records." He also hopes to send a delegate to Harrisburg.

The Archivist prepared a news item on the death of Mr. Hughes for the American Archivist. A copy of the announcement of the Civil Service In-Training courses was also sent.

Respectfully submitted,

Archivist

mon:lk

Miss Margaret Norton  
Archivist  
Springfield, Illinois

Springfield  
21 October 1944

Dear Miss Norton:

The indexing of two court dockets for the Indiana Period has been finished during the past three weeks. These documents were kept from April 1807 on and some entries were made after the separation of Illinois T. from Indiana T., in fact a few date from the first half of 1810. Over 40 of the 65 numbered cases from the first Docket were continued in the second one, which shows among its 194 cases, numbered cases up to 127. The two dockets combined record 309 cases on 51 written pages, 13-1/4 x 8 inches. All sheets are from the same mill, rather poor stock, with the water mark 13 in the left leaf, between the wire lines 3, 4 and 5.

The assertion made in the report of the previous month that we are confronted here with records of the Common Pleas Court of St. Clair County, mainly based on the names of plaintiffs and defendants, already known, has been corroborated positively by the finding of two entries on p. 17 of the first docket which show per diem fees for Pierre Guerin and Francois Arnausse as constables of St. Clair County. 657 name slips were made since September, adding up to a total of 749 for these two dockets. The Calendar entries have also been made.

Some office time was devoted to the careful study of an important work on French marriage laws and customs (A. A. Bruneau. Question de droit du mariage. Montreal, 1921. 290 p.), historically treated by a judge of the Supreme Court of Lower Canada at Quebec. This work, discovered through systematic bibliographical search and secured through the aid of the Library of Congress from Harvard U. L., is considerably more valuable than the treatise of Cugnet used in our study the Cahokia marriage contracts. It follows each capitulary, decree, ordinance and declaration of kings and councils as well as of the Catholic Church from Merovingian days to date, both in France and in Canada. Although it would not change the paper greatly, many of the characteristics of the marriage contract could be shown as having resulted from definite provisions, e.g. of the Council of Trent in 1563, later reproduced by an Ordinance of Louis XIII in 1629, etc. Should this be found desirable, your correspondent would be delighted to undertake this job of refurbishment.

Sincerely,

s/ Icko Iben

**ARCHIVES ACCESSIONS**

**October 1944**

**None**



# ARCHIVES REFERENCE

October 1944

## Routine Departmental Calls

### Secretary of State

#### Corporation Department

Annual Reports

72

Index Cards

37

#### Executive Department

Deeds to State Property

2

Executive File

4

Land Records

1

Records of State & County Officers:

Notary Public

2

Trade Marks

5

#### Index Department

Election Records

26

Enrolled Laws

47

Correspondence

3

#### Securities Department

Records of Closed Cases

8

### General Assembly

13

220

### Genealogy

Index Cards

5

Federal Census

11

### Historical

General Assembly

4

Canal Records

30

### Mail Inquiries

County Officials

2

History

3

Archives Technique

10

Miscellaneous

1

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286

ARCHIVES CATALOG

October 1944

Archives Catalog

32 General Assembly 1881.  
Special Session 1882

443 Cards

*Index Cards*

*Federal Census, 1850. Bond Co.  
to p. 397A*

2352 "

# **VAULT ADMISSIONS**

**October 1944**

Division of Architecture & Engineering	1
Auditor of Public Accounts	5
Civil Service Commission	48
Illinois Commerce Commission	3
Department of Insurance	5
Liquor Revenue Division	1
Motor Fuel Tax Division	1
Division of Parks & Memorials	1
Supt. of Public Instruction	3
Dept. of Registration & Education	27
Secretary of State:	
Executive Department	9
Index Department	4
Shipping Department	1
State Treasurer	18
Division of Waterways	<u>2</u>

# FIELD VISITS

October 1944

Mr. Blood

Joliet	1
Wheaton	1
Waukegan	1
Bloomington	1
Decatur	1
Havana	1
Virginia	1
Clinton	1
Quincy	1
Monmouth	1
Rock Island	1
Macomb	1
Cairo	1
Mound City	1

PHOTOGRAPHIC LABORATORY

October 1944

	<u>Photostats</u>	<u>Enlargements</u>	<u>Exposures</u>
Microfilm			
Alexander Co.			
120 rolls		0	80,000 (est.)
Photostats			
Corporation Dept.	44		
State Library	<u>193</u>	<u>                    </u>	<u>                    </u>
	237	0	80,000 (est.)

## **ILLINOIS STATE LIBRARY**

### **Archives Department**

**Report for November 1944**

**Accessions:** The Corporation Department of the Secretary of State's office transferred the 1942 Annual Reports of Corporations. The Index Department transferred title records for 2,077 acres in Iroquois County and a tax receipt relative to Silcox Springs State Park, 6 and 2 documents, respectively.

The State Treasurer's office is ready to transfer a number of volumes to the Archives, but Miss McNamara, the file clerk, is temporarily tied up with other work. These records will come in a week or so.

### **Departmental Vaults.**

A few records went into the Treasurer's vault. These are records which are transferred at intervals, but Miss McNamara's letter giving the complete inventory notation has not yet reached me.

The Secretary of State's Shipping Department transferred the current election poll books.

The Department of Registration and Education still has room for a few more filing cabinets but cannot obtain any. I have again had to refuse permission for them to take records into the vault because of no containers. I have suggested once more a conference about the possibilities of condensing their records through authorized destruction of records and microphotography.

The Department of Agriculture is also planning for an immediate transfer of director's records.

### **State Records Commission.**

The State Records Commission held two meetings concerning the destruction of some of their card records in the Statistical Division. A list of records recommended by the Commission for destruction is appended. As Mr. Angle suggests, there should be one bill for each department involved, so there is no reason why we cannot request the Legislative Reference Bureau to draft these two bills.

There will certainly be one more meeting of the Commission, probably two, in the near future.

Mr. Harry M. Harman, Supervisor of the Division of Research and Statistics of the Department of Public Welfare called me

several days ago to tell me that the Department has put in an order for a Recordak and intends to reduce a large proportion of the records of the Department to film. He said Mr. Pierce of the Division of Statistics in the Public Safety Department is very enthusiastic over the idea of microphotography and sold him on the idea. Mr. Harman wants to bring several department heads over early next week for an informal discussion with me about certification, suitability of certain types of records for filming, etc., as a preliminary to calling for a meeting of the State Records Commission. I am hoping also to get some action from the Registration and Education Department also.

#### In-Training Course on the Creation of Records.

It has been decided to hold five meetings in the Conference Room of the Archives Building from 4 to 5 P. M., Wednesdays, beginning January third. At Miss Kenney's request I have prepared a statement amplifying the objectives of the course as a sales talk to directors, in an attempt to get them to send their key men. As you will notice, I shall put most of the emphasis upon condensing records as well as getting records made. This will probably be surprising to many department heads who may have the old idea that the Archives Department is interested in preservation of all records whether they are worth preserving or not. If you approve my statement I think we should send it on to Karl Trever, news editor of the American Archivist, at once, so that it may, if possible, be printed with the news note on the course in the January issue. Since the October issue has not yet come off the press this could probably be included in the news note on the course.

Society of American Archivists. The Assistant State Librarian, the Field Visitor for Archives and the Archivist attended the Eighth Annual Meeting of the Society of American Archivists held at Harrisburg, Pennsylvania, November 8 and 9 and the meeting of the American Association of State and Local History which followed immediately. The Archivist was President of the Society of American Archivists and was reelected. As Madam President I was too occupied with my social duties and with the business of the Society to take the notes on sessions and other matters on which I customarily report in detail. Mr. Blood's full report on the meetings and on his post-conference trip to Philadelphia and Washington will have to take the place of my own. The President's News Letter, mimeographed through the courtesy of the Illinois State Library gives the high lights of the business sessions. I was able to hear most of the papers, missing Mr. Vanderbilt's paper on "Photographs and Prints" the first afternoon and all the papers on "Church Record Depositories and State, Local and Regional History."

I was disappointed at missing the last named papers. I returned to the Pennsylvania Archives early that afternoon to look particularly at their catalog. I found theirs is similar

to our own; i.e., a reference file rather than a catalog. Their name index follows the same principle as ours, except that it is a group of indexes, one for each major series, rather than a consolidated file. I suspect this was largely the work of the former archivist, Curtis W. Garrison, now at the Rutherford B. Hayes Foundation, Ohio.

Col. Shoemaker and his staff were so pleased that I came back for a second visit that they kept me all afternoon instead of the hour I had expected to spend. I think they feel that Dr. Stevens was too severe in his criticism of the department. After all, it is not their fault that many years ago the original documents printed in Pennsylvania Archives were sent to the printer and lost. They still have thousands of treasures, and what they have is all listed and indexed. They can hardly be blamed that their quarters look like a fire trap. Of course, the great fault is that they seem to have no conception of having any duty to present day departments, and that is what Dr. Stevens is working towards. Of the many documents they showed me I was fascinated by the Pennsylvania-Dutch art as shown particularly in the baptismal and marriage certificates of which they have a large collection. That my visit was appreciated was attested by two letters and two books presented to me personally by Col. Shoemaker.

I cannot appraise just what I brought home from the meeting for us. I did have several long conferences with persons wanting to improve the archival situations in their own states, notably New Jersey and Ohio. I also discussed such matters more briefly with representatives from a number of other states. Mr. Goldman, State Librarian of New Jersey hopes to visit us soon.

One matter of business which gives me considerable concern is that of Miss Josephson's proposal for interns. I feel that the proposal, to put it bluntly, is "half-baked". I think her idea is merely to get free help for historical societies. I do not think she has given any thought to what the interns are to get out of their year's experience. The interns will naturally prefer to go to the institutions which will give them the best practical experience and training. On the other hand, those who have spent a year at Podunkville Historical Society are apt to set themselves up as expert manuscript curators or archivists, perpetuating those very qualities of incompetence which have kept Podunkville a third rate institution. So far as I am concerned, I do not want an intern sitting around here writing a thesis on State time. I would not want to take an intern unless I could give the time to training him in methodology, which would mean "made work" to give him a well rounded picture. If, on the other hand, we were to get an intern to do the work needed done by the institution, I would want some guarantee that he did not consider he was getting an education. I doubt if the idea of interns to catch up accumulations of work is compatible with training, and



if there is no training involved I see no reason from the intern's point of view for taking a dead end job. I am hoping the joint committee takes an adverse recommendation or else substitutes a more practical suggestion. One thing I did not like about Miss Josephson's paper was that she quoted only answers favorable to the idea as shown by the questionnaire--ours certainly wasn't for it--and she gave no inkling as to the number and types of institutions replying. She has also attempted to high pressure me in the matter of appointments to the joint committee, to get all persons favorable to the idea. I am appointing Kellar, Radoff and Buck. Radoff I know won't jump off the deep end, and Buck will certainly be practical, if only he will serve. While this is Society business, I wish to keep you informed because undoubtedly the Illinois State Library will be involved no matter what the committee recommends.

The Committee on Local Records had an exhibit at the meeting to which we contributed. I took my personal scrap book and Mr. Blood took an exhibit on certifying film. Most of the latter part of the exhibit was carried off. It should have been displayed on a bulletin board or in book form as I had suggested. We had many comments, however, and inquiries as to how soon we should be publishing the results of our experience.

#### Alexander County Microfilm Project.

Mr. Hansen returned to Cairo on November 26th after having been in the office all month developing film. He has taken and developed 120 rolls of films to date. Of these we have checked 68 for retakes. Due to certain peculiarities of the camera with which Mr. Hansen was unfamiliar, also, as he himself states, to carelessness, the number of retakes will be too high. I have instructed him to take the time to do the work right, not to try to finish the work in the time Mr. Blood estimated for the County Board. Mr. Blood has talked the matter over with the county officials who are satisfied that the work cannot go any faster. Mr. Blood and I are in violent disagreement on the subject of splicing in the retakes. I contend that to splice the film would be to invalidate the certificates. Mr. Blood contends that the film will never have been out of our custody so that the only splicing done will be by us and we can certify to a spliced film; he contends that convenience of consultation will offset the disadvantages of splicing. If time proves I am incorrect, we can then splice the film and no harm done. If Mr. Blood's proposal to splice is carried through, I will take no responsibility for the accuracy of the film and will not certify that it has not been tampered with. There is one chance in a hundred that it will not be a true copy, and I will not take that chance. Probably I am leaning over backwards legalistically, but I do not think we have any right to take any chance of invalidating the records of a county.

The following records remain to be filmed at Cairo:

Recorder's records. 16 vol.

Circuit Court records. 38 vol. plus some few index volumes.

The Pulaski County officials have ordered film through the Alexander County officials, thus avoiding delays over priorities, etc.

When we get ready for the Alexander County retakes I think Mr. Blood should work right along with Mr. Hansen as there are an average of  $2\frac{1}{2}$  volumes per roll and I am afraid Mr. Hansen will get mixed as to bibliographical citations.

As checking the film for retakes is extremely hard on the eyes, we are taking turns working on it. Mr. Wetherbee and Mrs. McFadden have done the most work, but Mrs. Williams, Mr. Hansen, Mr. Blood and I have also done a number of rolls. I intended to check at least one roll a day myself, but have been too busy with other work to keep up the average. Also we have had to stop the checking to use the Reader for other work, particularly for reference work on the 1850 census.

#### Staff Work.

Mrs. Williams has finished copying the Check List of State Imprints, 1809-1850 on catalog cards. Miss Scheffler is reading proof on these and adding tracings for added entries in the catalog. I described this work in a previous report. Miss Scheffler also reports that 5210 cards in the letter "O" of the Name File have been rearranged. 430 guide cards were added, 1840 cross reference cards to variations of spelling of names have been added to date.

Mr. Iben reports that he has indexed and calendared a court docket from Dec. 1804 to Nov. 1806, listing 212 cases pleaded before the St. Clair County Court of Common Pleas. This record yielded 499 entries for the Name Index. Another record, listing marriage licenses in St. Clair County, 1807-1810, yielded 181 entries; this record not completed. Mr. Iben has also begun typing off his name entries. Because of peculiarities of French spelling it seemed best for him to do this typing himself. These name index cards have not shown up in the statistics because they will not be added to the consolidated Name Index while he is still working on the Perrin Collection. Mr. Iben has also spent considerable time on supplemental reading on French marriage and property laws and customs and in compiling a bibliography on that subject. This work is a necessary preliminary for the series of articles on the Perrin Collection which he is writing for Illinois Libraries. Professor Francis S. Philbrick of the Pennsylvania University Law School and an authority on

early Illinois legal history has been very helpful to him in the way of criticisms and suggestions. The first of this series of articles will appear in the December number of Illinois Libraries.

I have been working on bringing the History of State Departments down to date. Probably I shall never be satisfied with it, but I hope this will be the last major revision. It is hard to report intelligibly upon progress, but I have completed revision of most of the minor departments and the following major departments: Public Safety Department; Public Aid Commission; State Treasurer, State Treasury, Superintendent of Public Instruction and Secretary of State. Much work has been done, in some cases, almost all, for other departments. When completed this compilation will be encyclopaedic in scope, citing changes in powers, so far as practicable, in the wording of the acts, with full bibliographies. I also aim to do much more cross indexing than before. I would like to finish this task before the first of the year, but probably will be unable to do so.

One other job which probably will eventually fall largely on my shoulders is a projected manual for the use of local officials. The Council of the Society of American Archivists has instructed the Committee on Local Records to write this, but I suspect I shall have a lot of the work to do myself. The National Association of County Officials is very much interested in this and may give some financial assistance towards publishing the same.

#### Reference Work.

The following questions concerning archival technique have been answered by mail:

Miss Eleanor Welch, librarian, Illinois State Normal University. Cameras for microphotography.

Kansas State Historical Society. Organization of the papers of Senator Bristow. How to handle the disintegrating carbon copies.

Sidney Goldman, State Librarian of New Jersey. Copies of Illinois Libraries and other bulletins issued by us.

Maine Archives Commission. Critique of proposed Maine archival set-up; sent literature.

New York Archives. Critique of proposed New York State set-up.

Of our regular reference calls some of the more interesting

have been:

Professor Randall, University of Illinois, re soldier voting in 1862.

Division of Waterways. Wanted original survey of Indiana-Illinois boundary, 1821. Mr. Hill said he does not know what it is all about, but his office is getting mysterious calls for information on this subject and he suspects there may be a boundary dispute with the State of Indiana in the offing.

Mr. Hooker of the State Architect's office and Col. Dayton Assistant Adjutant General have been checking the title records to the Armory site to see what if anything the State can do about the Old Town Branch sewer which runs diagonally across the site for the proposed addition to the Armory Building. Apparently the law runs against the State since this is natural drainage and the State didn't protect its rights when they took title to the property. Relocating the sewer will cost about \$100,000.

Mr. George J. Fleming, Jr., of Chicago, a student at Loyola University has spent considerable time here lately working on a political history of the Illinois and Michigan Canal. I presumed from his address that he is a student from the University of Chicago, but I was mistaken.

#### Staff Notes.

Taylor Moore, formerly janitor in the Centennial Building, has been transferred to the Archives Building. William Armstead, janitor, who was let out at the change of administration, has returned to his former job here. Richard Shipp was out ill three weeks but has returned. Mrs. Goldie Lenke has been appointed matron but Jim says she is not supposed to do any dusting as Lovenia did.

#### Archives Building.

A new drying rack for microfilm has been installed in the Photographic Laboratory. I do not know where the old one is. The new one was delivered during my absence.

Respectfully submitted,

Archivist

mon:lk

**ARCHIVES ACCESSIONS**

**November 1944**

**Documents**

**Secretary of State  
Corporation Department  
Annual Reports, "For Profit" Corpora-  
tions (Est.)**

**40,000**

**Index Department  
Deeds to State Property  
2 cases**

**8**

**40,008**

# ARCHIVES REFERENCE

November 1944

## Routine Departmental Calls:

### Secretary of State

Corporation Department  
Annual Reports  
Index Cards

47  
33

Executive Department  
Correspondence  
Executive File  
Indiana Boundary  
Land Records  
Trade Mark

2  
4  
2  
1  
1

Index Department  
Correspondence  
Deeds to State property  
Election Records  
Enrolled Laws

2  
3  
16  
5

Securities Department  
Record of Closed Cases

3

General Assembly

20 139

## Historical

Canal Records  
General Assembly  
Laws

42  
1  
11

## Genealogy

Genealogy  
Federal Census  
State Census

3  
5  
3

## Mail Inquiries

Genealogy  
Historical  
Archives Technique  
Counties

17  
5  
7  
5

238

**ARCHIVES CATALOG**

**November 1944**

**Name Index**

**Cross-references**

**1640**

# **VAULT ADMISSIONS**

**November 1944**

Auditor of Public Accounts	11
Civil Service Commission	44
Illinois Commerce Commission	5
Department of Insurance	4
Dept. Public Works & Buildings	1
Dept. Registration & Education	34
Secretary of State:	
Court of Claims	1
Executive Department	5
Index Department	1
Securities Department	2
Shipping Department	3
Supreme Court	1
Teachers' Retirement Board	1
State Treasurer	19
	<hr/>
	132



**PHOTOGRAPHIC LABORATORY**

**Report for November 1944**

Mr. Hansen left without reporting statistics. He did some photostating while he was in. Report on microfilming for Alexander County will be made when the project is completed.

Winfred Helm

**Photostats**

Corporation Recording

30

For Reference and Archives Departments

48

78

# ARCHIVES FIELD VISITS

November 1944

Champaign	1
Ottawa	1
Chicago	<u>1</u>
	3

## **ILLINOIS STATE LIBRARY**

### **Archives Department**

**Report for December 1943**

Accessions. Title records for three tracts of land (20 documents) were transferred.

#### Departmental Vaults.

Bays 2-7, 12 W have been assigned to the Auditor of Public Accounts. No transfers have been made. Mr. Roddy, the land Clerk, asked to see the space. He said he understood they are planning to use it for the warrant records but will not attempt to make transfers until they can buy equipment, for which they will ask an appropriation.

Mr. Earle Searcy, new Clerk of the Supreme Court, plans to move files into his vault as soon as he can obtain wood files to replace the steel files to be transferred out of his office.

Do you not think it advisable to get a blanket appropriation to the State Architect or to the Secretary of State for the completion of the equipment of the Departmental Vaults? Otherwise we shall have all sorts of odds and ends up there. Registration and Education Department need a few files to fill their space, the Secretary of State's vaults 12 N and 12 E are incompletely equipped, the State Treasurer has some empty space, the Attorney General's vault has no equipment at all, 11 W has no equipment, and only about half of the Archives vaults are equipped.

The following records have been transferred to Departmental vaults this month:

Department of Agriculture. Correspondence.

Department of Registration & Education. Correspondence 1944.

Secretary of State. Index Dept. Correspondence, 1943.

#### Archives Building.

The Conference Room was used by the Nutrition Committee on December 1 and 21.

The Delphi Club held an evening meeting here Dec. 4.

Six exhibit cases have been added in the second floor lobby. The lights have not yet been installed. The mahogany table from the first floor Public Catalog Room has been moved to this lobby also.

### Staff Notes.

The Archivist addressed the Delphi Club at the Archives Building, December 4, on the general topic of archives, and conducted the members through the building. Miss Anne Scheffler, a member, was in charge of the program.

The December 1944 issue of the Illinois County and Township Official ran a note on the reelection of the Archivist as President of the Society of American Archivists.

Kenneth Blood has been reappointed a member of the Society's Committee on local records.

Icko Iben's "Notes from the Work Shop: Marriage in Old Cahokia" appeared in the November issue of Illinois Libraries. This scholarly paper merits publication in some historical journal, also.

### Publicity.

Senator Searcy, on his own initiative, wrote a very nice feature story on the archives for the December 21, 1944, Illinois State Journal. The archival program for getting control of records is well presented there. Mr. Searcy says he will be glad to write additional stories at any time.

### State Records Commission.

The Secretary of the State Records Commission sent out a letter addressed to all heads of departments suggesting that early meetings of the Commission be called to act upon records suitable for destruction so that legislative bills can be introduced early in the session. Responses have been received so far from the Public Aid Commission, Division of Highways, and Division of Vital Statistics.

Has anything been done yet about drafting legislation for records already passed upon?

### Visitor.

Mrs. Peterson brought in Mrs. Devereux, legislative reference librarian of Missouri.

### Photographic Laboratory.

Alexander County microfilm project. 138 rolls have been taken and developed to date, of which 127 have been checked. The difficulty over the fuzzing of pages seems to have been overcome, though I feel there is still room for improvement in the black and white contrast of copy. I have discussed this

point with Mr. Hansen who says the fault is with the original, which, however, I somewhat doubt since the particular record we were examining was a modern record. There will be practically no retakes, if any, on the rolls taken on the last trip.

It will be necessary for Mr. Blood to help Mr. Hansen with the retakes, as there must be some careful bookkeeping to avoid errors. Also, there will be considerable "leg work" attached to locating the volumes. Mrs. Williams has typed off the rechecked list under supervision of Mr. Blood. Since these retakes will be our fault, I think at least part of Mr. Hansen's expenses for that work should be charged to the Library rather than to the county. The money appropriated by the county for the work has been exhausted. Mr. Hansen says the chairman of the county board asked him, but not in a critical way, if he were not nearly through. About 65 volumes, plus the retakes, remain to be done. Many of these volumes are later books, however, with only 75-100 pages filled. The county asked to have many more volumes filmed than originally planned for. Mr. Hansen can normally take about 3 rolls (or about 8 or 9 volumes) a day. Flat books, however, take about 3 days to a roll.

We have 14 rolls of film for retakes. This will be enough for about a week's work, possibly two weeks. Film provided by the county is about used up; more has been on order for some time.

#### Catalog.

The catalog entries for items in the check list are being added to the catalog. Mrs. Williams has typed all the main entries, to which Miss Scheffler is adding call numbers and tracings.

Slips for analyticals for the 33d General Assembly records for 1883 are in process.

5690 cards in the letter D of the Name Index have been rearranged and cross references added. This work of refiling is being done during Miss Scheffler's daily 11:30 to 1:00 shift in the Reference Room.

Mrs. McFadden and Mr. Wetherbee are checking microfilm rolls and filing Corporation reports. All the "numbers" have been pulled, stapled and filed. Part of the "A's" are now stapled ready for filing. This work may go slowly this year as last year Mr. Hansen helped with the stapling, which he is unable to do this year.

I have spent practically all my time, both in the office and a great deal at home, working on the lectures for the course

on Record Making. The results are like the mountain labouring and bringing forth a mouse. There is little precedent in what I am trying to do. So far I have no idea whether I shall have one or one hundred in the class. No advance registration is required.

Respectfully submitted,

Archivist

ARCHIVES ACCESSIONS

December 1944

Documents

Secretary of State: Index Dept.

Deeds to State property, 3 cases

20

# ARCHIVES REFERENCE

December 1944

## Routine Departmental Calls

### Secretary of State

#### Executive Dept.

Executive File	7
Indiana boundary	2
Land Records	1
Records of State & County officers:	
Notary Public	3
Trade Mark	1

#### Index Dept.

Deeds to State property	8
Elections	19
Enrolled Laws	7
Correspondence	
Governor's	2
Secretary of State's	3

#### Corporation Dept.

Annual reports	47
Index Cards	27

#### Securities Dept.

Closed Cases	2
--------------	---

#### General Assembly

20

#### Dept. Public Works & Buildings

Div. of Waterways	
Illinois & Michigan Canal	50

### Non-Routine

History	2
---------	---

Genealogy	12
-----------	----

#### Mail Inquiries\*

Miscellaneous	15
History	3
Genealogy	4
Archival Technology	4
Counties	1

233

\*Exclusive of Society of American Archivists correspondence.



**ARCHIVES CATALOG**

**December 1944**

**Catalog Cards by Archives**

**781**

# VAULT ADMISSIONS

December 1944

Dept. of Agriculture	1
Auditor of Public Accounts	11
Civil Service Commission	43
Illinois Commerce Commission	2
Historical Library	3
Public Instruction	1
Registration & Education, Dept. of	28
Secretary of State	
Executive Dept.	6
Index Dept.	3
Securities Dept.	1
Shipping Dept.	1
Supreme Court	1
State Treasurer	<u>21</u>
	121

**PHOTOGRAPHIC LABORATORY**

**December 1944**

	<b>Photostats</b>	<b>Microfilm Exposures</b>
<b>Corperation Dept.</b>	<b>36</b>	
<b>Archives</b>	<b>39</b>	
<b>Archives: Re Paper*</b>	<b>200</b>	
<b>Loan Desk</b>	<b>8</b>	
<b>Alexander County</b>	<hr/>	<b>7 rolls</b>
	<b>283</b>	<b>4500 exposures</b>

**\*Estimated**

**127 rolls Alexander County. total to date**

**FIELD VISITS**

**December 1944**

<b>Blood</b>	
<b>Peoria Co.</b>	<b>1</b>
<b>Hansen</b>	
<b>Alexander Co.</b>	<b>1</b>

# ILLINOIS STATE LIBRARY

## ARCHIVES DEPARTMENT

Report for January 1945

### Accessions.

Mr. Paul M. Angle, Librarian of the State Historical Library, turned over to us thirteen miscellaneous documents presented to the State by George Beni Arnold of Deland, Florida. These documents relate to the Illinois and Michigan Canal and James Ryan, one of the early Canal Commissioners. They are on the borderline between official and private papers--really belonged in the official records but taken by him when he left the employ of the State.

For these I am trading him a copy of an 1861 newspaper published by Illinois soldiers in Missouri, presented as a "Thank you" by Mrs. Manford Cox of Robinson, Illinois, to whom we have sent considerable genealogical information. This newspaper is being placed on exhibit prior to giving it to the Historical Library.

Title records relating to Siloam Springs and Red Hills State Parks were deposited. (5 documents).

The Lieutenant Governor's office invited the State Library to take documents it was cleaning out of a storeroom. Miss Bailey and I selected perhaps 150 publications for the reserve stock or to fill gaps in archives holdings. Several volumes of General Assembly manuscripts were found, but these have not yet been accessioned.

### Departmental Vaults.

• Records were moved into Departmental Vaults as follows:  
Secretary of State

Front Office. Correspondence

Executive Department. 1944 documents, Notary bonds,

Executive File, Requisitions (Criminal), etc.

Teachers' Retirement System. Correspondence, --1943.

Historical Library. 15 volumes bound correspondence

Department of Public Instruction. Official file of Superintendent's Reports.

Illinois Commerce Commission. 200 drawers of "case" records.

### Staff Work.

Most of my own time was devoted to preparation for the class on Creation of Records which met weekly during January. The last week of the month I resumed work on bringing the History of State Departments down to date. One major department, the Insurance Department was completed, and miscellaneous notes

added. I purpose to finish this as soon as possible. Next on my program I propose to complete the cataloging of archival series, working directly with Miss Scheffler on this project.

Miss Scheffler is continuing the work of adding secondary cards for items added or revised by the checklist of early Illinois imprints. 500 new cards were added, 54 withdrawn, net 446 cards. Also she is continuing the work of refiling the Name index. This is going more slowly than I had expected it would, partly because Miss Scheffler works on it only during the one and a half five days a week that she works at the Reference Desk; even more because of the large number of cross references required. She is also working on the analyticals for the 1883 General Assembly.

Mr. Wetherbee reports that after several weeks of relative inactivity, the business at the reference desk made a sharp upturn the last two weeks of the month. This was undoubtedly due to the change in administration. Mrs. McFadden and Mr. Wetherbee report that the Corporation reports have been unfolded, stapled and filed through the letter "B". Mrs. McFadden has also had a number of miscellaneous accessions to file in. Mr. Wetherbee, Mrs. McFadden, Mr. Blood and Mr. Hansen have checked film.

#### Alexander County Microfilm Project.

161 rolls of film have been taken. All records to be taken have now been filmed and as soon as the films have been checked Mr. Hansen will be ready to return for the retakes. When he goes back Mr. Blood should go with him, because there is so much bookkeeping involved in getting accurate retakes. There will be practically no retakes for the volumes photographed after we discovered the mechanical things that have to be watched for with our cameras. All but about 15 rolls have now been checked. Mr. Hansen and Mr. Blood think they will be ready to return to Cairo about February 7. Their plan, subject to your approval, is for both to stay straight through until the retakes are finished, then move the Recordak to Pulaski County, set it up and make a test roll. Then return to develop the retake film and the test roll before going back to Pulaski County.

Mr. Blood is reporting on this project in the form of an article which he is submitting for publication in the Journal of Documentary Reproduction by request of Dr. Vernon D. Tate, editor. I have informed Mr. Blood that we reserve the right to publish the article also in Illinois Libraries. You will want to go over this article yourself before it is sent.

#### Records Course.

A short course consisting of five one-hour lectures followed

the last day by a tour of the Archives Building was presented each Wednesday P.M. at the Archives Building, as one of the courses in the In-Training courses sponsored by the State Civil Service Commission. The course was aimed at chief clerks, secretaries, heads of filing departments and other officials responsible for the creation of records. The fact that this was the one tuition-free course probably accounted largely for the size of the class. The smallest attendance, 43, was at the first lecture, the largest, 65, at the fourth lecture. Probably much of what was said was over the heads of some who came. I have the names of 58 of the persons who attended. Whether there will be any noticeable improvement in State record keeping is doubtful. What I wanted to drive home are three facts: 1) A person who has no qualifications for other work is not a born file clerk; 2) There is something more to record making than a vague wave of the hand and a "File this", 3) The Archives Department of the State Library is ready and probably able to advise on record problems of the departments.

Since a full outline of the course is to be published in an early issue of Illinois Libraries, I will merely list the titles of the lectures here:

- 1) Records versus files.
- 2) Control of administrative records.
- 3) Materials from which records are made.
- 4) Applications of photographic processes.
- 5) Disposal of records.

Perrin Collection. Record of Brands, Cahokia 1807-16, Belleville 1816-31 (including a list of tavern licenses 1808-14, indexed and calendared. 490 slips for name index. Mr. Iben has started preparation of a paper on the Agriculture and Land Management of the French in the Mississippi Valley. He also answered an inquiry concerning members of two French families as found in the records.

#### Reference Work.

Mr. George J. Fleming, Jr. of Chicago is continuing his thesis research on the history of the Illinois and Michigan Canal.

I conferred with Miss Rogers twice concerning a proposed classification scheme for the archives of the Hospital Order of St. Francis. We received a critique of the scheme from Father McAvoy of Notre Dame University. (N.B. I would like to see this letter again as I turned it over after only a very hasty scanning).

A photostatic copy of the Illinois Constitution of 1818

was sold to Indiana University Library for the use of Professor Barnhardt, editor of the Indiana History Magazine.

Conferences on records problems were held with the following departments:

Adjutant General -- Miss Williams  
Department of Public Welfare -- Mr. Amick  
Department of Conservation -- Mr. Miller

Sister Paschala of the Dominicans of Wisconsin wrote for advice concerning the handling of a roll of film received from Rome.

The last issue of Weston's Record (trade journal of Byron Weston paper mill) quoted from our article on vaults in Illinois Libraries. They wrote they would be glad to publish other articles of interest to their clients. The last number of the Illinois County and Township Official contained a brief note contained a brief note about the Records class. This article was not solicited by us.

State Records Commission. Dr. Woodruff requested a meeting of the State Records Commission to discuss the filming of Vital Statistics records. He was detained and unable to attend the meeting. Mr. Angle, Miss Rogers and I checked the Revised Statutes and decided that the Records Commission does not have jurisdiction since the laws require that these records be preserved. I wrote to Dr. Woodruff to that effect, suggesting that after filming the original records be transferred to the Archives. Later I discussed this with Dr. Woodruff over the phone. He said the Director of Public Health felt it would be unwise to dispose of the original records. By the time their space in the Departmental vault is filled they hope to have a new State Health Building with special vaults for these records.

Later I attended the open house of the Remington-Rand office and saw the photographic equipment furnished Dr. Woodruff. If they told him what they told me, I can see why he is confused. They claim that photocopy prints can be made in the back of their reading machine. They can, the same way we could make them from the back of our Records reader, but the process would be clumsy and slow, require darkroom development, etc.-- is not suited to the quantity of certification work they must turn out. Several other inaccurate statements in relation to the camera were made to me. The salesmen of these microfilm companies need more knowledge than they have--they oversell through ignorance, then the departments which try to use the machines get discouraged and disgusted because they cannot do the work they need to do. I gave a cautiously worded warning on this point in my lecture on microphotography.

The Illinois Libraries article on microphotography for



counties was distributed as supplemental literature to the Records class. Dr. Brayer of the Colorado Archives telegraphed for 15 copies. A number of copies were sent to other persons interested in the subject.

Several copies of our archives catalog rules have also been sent out on request.

### Society of American Archivists.

Since it is improbable that the Society of American Archivists can hold a meeting in 1945, I as President am doing much more letter writing than in previous years. 18 letters were sent to members during the month, chiefly in relation to committee matters. I feel that these exchanges benefit the State Library as well as the Society. You will be interested in the following committee projects:

Proposed manual on local records--by Committee on Local Records, Mr. Burt, Chairman.

Proposed manual on archival administration--by Committee on Records Administration, Philip Brooks, Chairman.

Joint committee on Interns, Bertha Josephson, Chairman.

Apparently the proposal will be for a summer session at some university, followed by internships. Courses are suggested as follows:

- I. Survey Course in Historical Materials (Manuscripts)
  - II. Archives and Archival Work.
  - III. Historical Society and Museum Work.
  - IV. Historical Writing, Editing and Publicizing.
- These courses plus the internship would lead to the Master's degree. Non-interns could get 30 hours of college credit.

Since this is all tentative and still in the confidential stage, I do not feel free to show you all our correspondence on the subject, but will report significant developments likely to affect us here as often and as soon as I can.

Also, for your information, Howard Peckham of the Clements Library has succeeded Dr. Coleman as head of the Indiana Historical Commission.

### Exhibits.

Exhibits now in place:

1st floor: Constitution of 1870.

Exhibit illustrative of 1st lecture:

Types of records kept by State departments.

Samples of non-record materials suitable for destruction without legislative authority.

**2nd floor:**

**Paper.** 3 cases. Chiefly photostatic copies of the pages of a very helpfully illustrated booklet on record papers issued by the L. L. Brown Paper Co. An exhibit promised by Mr. Runyan has not yet materialized, but will eventually be prepared.

**Certification of Microfilm; Samples of enlargements.**  
2 cases.

Four more cases not yet ready for use.

Beginning the first of February the members of the Archives staff are to take turns preparing exhibits for the wall case on the first floor: "The Record of the Week". Each may develop his or her exhibit as simply or as elaborately as desired, provided that at least one document of historic or timely interest shall be displayed. I am also having each display a card reading, "Exhibit prepared by -----". The staff seems interested, and I hope the browsing among the records needed to select materials will add to their awareness of the significance of our holdings.

Archives Building. The Conference Room was used twice during the month. The State Nutrition Committee held a meeting there on January 26th. The first Records class was held there, but the room proving too small we set up chairs in the second floor lobby. This proved an ideal spot, especially after two more exhibit cases were completed so that they could be used for displaying material illustrative of the lectures.

Secretary of State and State Librarian. As a matter of record it should be noted that the Honorable Edward J. Barrett was inaugurated January 8, succeeding the Honorable Richard Yates Rowe.

Respectfully submitted,

Archivist

mcn:lk

ARCHIVES ACCESSIONS

January 1945

	<u>Documents</u>
Illinois State Historical Library	
Ryan-Canal papers	13
Secretary of State	
Title records. 2 cases	<u>5</u>
	18

## ARCHIVES REFERENCE

January 1945

### Routine Departmental Calls:

#### Secretary of State

Corporation Dept.	
Annual reports	137
Index cards	50

Executive Dept.	
Governor's Correspondence	1
Internal Improvement Records	1
Notary Bonds	6
Trade Marks	8

Index Dept.	
Deeds to State Property	2
Elections records	11
Enrolled Laws	32
Municipal Census	1

General Assembly	18
------------------	----

### Historical and Genealogical:

Genealogy	
Federal Census	6
State Census	7

Historical	
General Assembly	1
Ill. and Michigan Canal	56
H.R.S. Inventories	1

### Mail Inquiries:

County Officials	2
Archives Technique	4
Genealogy	5
History	6
Miscellaneous	8

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365

# ARCHIVES CATALOG

January 1945

## Catalog Cards

Made by Archives

Check-list cataloging

500 cards

Withdrawals

54 cards

## Name Index

2250 cards filed in name index,  
completing rearrangement  
for letter "D"

Gross reference cards

195 cards

(Plus 1214 temporary steps)

## VAULT ADMISSIONS

January 1945

Dept. of Agriculture	1
Div. of Architecture & Engineering	3
Auditor of Public Accounts	11
Civil Service Commission	12
Ill. Commerce Commission	6
Ill. State Historical Library	3
Dept. of Insurance	4
Sup't. of Public Instruction	2
Dept. of Registration & Education	40
Secretary of State:	
Executive Dept.	6
Index Dept.	8
Shipping Dept.	1
Teachers' Retirement System	1
State Treasurer	<u>18</u>
	116

# PHOTOGRAPHIC LABORATORY

January 1945

*By Helm	** <u>Photostats</u>	<u>Microfilm Exposures</u>
Illinois Constitution, 1818	35	
By Hansen		
For Archives		
Paper manufacturing	64	
For Circulation Dept.		
Articles	14	
For Corporation Dept.		
Recording	24	
Alexander County Records		*** 34 rolls 51,000 exposures (est.)

\*Incomplete. Report not filed.

\*\*Photostat out of order last week.

\*\*\*Total to date, 161 rolls. All except retakes.

ARCHIVES FIELD VISITS

January 1945

M. Hansen	
Alexander Co.	1
C. K. Blood	0



**ILLINOIS STATE LIBRARY  
Archives Department**

**Report for February 1946**

**Accessions.**

State land title records pertaining to acquisition of land in Marshall County, Illinois.

Secretary of Senate: Documents concerning election contest of Hobart E. Neff vs. Lawrence E. Dowd, 63d General Assembly; also the original engrossed copy of Senate Bill No. 6, 1st special session, 63d General Assembly.

The Corporation Department also transferred the annual reports for Not-for-Profit Corporations for 1942, but since these were not receipted for and accessioned until March they will appear in the March statistics.

Former Senator Arnold Benson, Assistant State Treasurer, has offered us the rest of the State Treasurer's records down to the year 1917 (we already have all to 1870). These will be transferred as soon as the Receiving Room is free again.

Dr. Alexander W. Burke of Springfield, presented us with a photostatic record of the marriage contract of Joseph Mocquet and Felicite Rolle in St. Genevieve, Missouri, in return for a translation made for him by Dr. Iben. This document, though a Missouri item, ties in with Dr. Iben's study of French marriage customs.

The Division of Waterways has found some more canal records which will be vital for postwar Illinois and Michigan Canal projects. These will be deposited with the other canal records as soon as the Department of Public Works has had an opportunity to examine them.

**Departmental Vaults.**

Records were moved into Departmental Vaults as follows:  
Registration and Education Department: Registration case files on barbers, real estate brokers and salesmen, medical, embalmers and funeral directors, year 1943.

Secretary of State. Shipping Department:

Election poll books, required by law to be kept for two years only, but are kept in that vault because they must be kept under lock and key.

**Staff Work.**

The Annual Reports of For-Profit Corporations have been unfolded, stapled and filed as far as "Det". Both Mrs.

McFadden and Mr. Wetherbee are working on this filing. I still think it would be desirable to add a full-time experienced file clerk whose major work would be, as it was in the case of Mrs. Nelson, to file the corporation records. This would release Mr. Wetherbee and Mrs. McFadden for other work, such as the indexing of the census records. At present we are wasting many man-hours making searches in the census records for individual names. At present we are unable to make any progress at all in this very important piece of indexing. We are getting more and more calls for census records, partly because Washington is giving no service now, partly because genealogists are just becoming aware of the fact that the records are here.

Miss Scheffler is continuing the work of making added entry cards for the checklist documents. The name index has been re-filed and revised through the letter "D".

Dr. Iben reports that he is indexing a 90-page record of the St. Clair County Court of Quarter Sessions for 1805-1809. He has filed 1000 additional slips in the name index file, and has about 2000 of unfiled entries left. He has also typed some name cards. We decided to keep the name index slips for the Perrin Collection in a separate untyped slip file on Dr. Iben's desk until such time as the calendaring is substantially completed. We are doing this partly because of the necessity of his constant reference to them, and partly because for final typing many slips can be consolidated. Dr. Iben is continuing his bibliographical studies on the French period in Illinois, having borrowed a volume on agricultural historiography.

Dr. Iben has also written an article describing an interesting example of criminal procedure in the Cahokia court. This is now being typed and will be submitted for publication in Illinois Libraries.

The Archivist has found very little time to work on the revision of the history of State departments. The following sections have been revised this month: Department of Agriculture, Attorney General, and Anna State Hospital.

In connection with House Bill No. 130 which we are opposing in its present form, it seemed desirable to have a detailed compilation on County Clerks' records. Mr. Blood's incomplete notes on 1939 Statutes are already more or less obsolete because of changes in most of the laws affecting the office since that date. Therefore I dropped other work for about ten days. I still have several days more work on this, having had to stop to attend to the moving and rearrangement of supplies.

The Archivist prepared an unsigned editorial on the evils of promiscuous destruction of important records after micro-filming for Editor Karl Brown of Library Journal.

### Legislation.

Three bills of especial interest in the record field have

been introduced so far, House Bills 93 and 130 and Senate Bill 15.

Senate Bill 15 amends the Parole Act to make criminal records confidential records not open to public inspection, five years after a person has obtained a complete discharge, an application to the clerk of the court, accompanied by affidavit of good character. This is a matter of policy for the Department of Public Welfare to decide, and is merely noted here as a bill affecting public records.

House Bill 93 amends an act passed in 1943 permitting the destruction of certain assessors' records. These records were supposed to have been kept in duplicate. The law as originally passed permitted the destruction only of one set of these records, though it was the intention of the County Clerks' Association which sponsored the legislation, to permit destruction of both copies. The present bill changes the wording from "destroy" to "dispose of" with the idea of permitting sale of the records for waste paper. This was the one set of records which all county clerks agreed have no permanent value. We are neither endorsing nor dissenting from the passage of this bill.

House Bill 130 would permit the destruction of any county records more than ten years old, with the exception of categories specifically exempted in the bill. This bill has a number of flaws, which have been pointed out, together with suggested amendments, in a memorandum dated February 19, 1945. A letter calling attention to this bill and asking if it had received their endorsement, were sent to the presidents and chairmen of the legislative committees of the respective county officials' associations. Later copies of the memorandum were sent to the County Clerks' and Circuit Clerks' and Recorders' Association presidents and chairmen. No response to the letter has been received from the Probate Clerks' Association, but the bill was discussed in legislative meetings of the County Clerks' and Circuit Clerks' and Recorders' Associations held in Springfield March 1-3. Mr. Blood attended these meetings and contacted key county officials. His report should give a statement as to their attitudes toward the bill. It is my understanding that the county clerks are divided in their opinion, and that the bill was introduced at the request of the County Clerk of DuPage County. The Circuit Clerks are opposed to the bill. It has been referred to the Committee on Judiciary.

#### Exhibits.

Exhibits in the second floor lobby were taken down while the cases were being worked upon. The Henson Robinson Company finally provided us with a set of keys which will work, having the locksmith take the locks out and put them in working order. The installations by the electrician and by Henson Robinson

are still incomplete.

At present I plan to use the second floor lobby chiefly for illustrations of various forms of archives technique.

The wall case in the Nathaniel Pope room has been given over to "The Record of the Week". Each member of the staff is responsible for this exhibit in turn. One record is to be exhibited each week, with a satisfactory explanatory sign; if desired, a larger group exhibit or other illustrative material may be used. The staff has entered into the matter enthusiastically and it is going to result, not only in interesting exhibits, but also in familiarizing all with the records, since a certain amount of browsing will be necessary. Probably most if not all of these records has been exhibited before, but not spot-lighted.

The following exhibits were placed in February:

- 1) A copy of a soldier's newspaper published at Iron-ton, Missouri in 1861.
- 2) A Lincoln letter written in 1853 to request a pardon for a client.
- 3) Record of the sale of Charleville estate in Kaskaskia, 1782, total value \$12,500. In French.
- 4) First sale of town lots in Chicago. Sept. 27, 1830.

I also suggested the possibility of exhibits illustrative of post-war plans or other publicity to Mr. Aiken of the Division of Waterways and Mr. Borton of the Division of Architecture and Engineering. Both were enthusiastic and promised to talk it over with their chiefs, but nothing has come of it so far.

#### State Records Commission.

An informal meeting of the three permanent members of State Records Commission, Mr. Angle, Miss Rogers and Miss Norton, was held in Miss Rogers' office. It was decided to submit the report on recommendations for destruction in formal reports, one for each department, addressed to the Speaker of the House and President of the Senate, respectively, each to be signed by the five members of the respective commissions. A draft for these reports was laid on Miss Rogers' desk on February 27.

The Welfare Department and Industrial Commission are discussing the substitution of microfilm copies for their original case records, I am informed by representatives of Remington Rand. I explained to these men (one was Mr. Akerman, the other Mr. H. C. Bever of the Chicago office) that under the law, any State department may microfilm records for administrative convenience, but that they may not destroy the originals without legislative authorization. I suggested that inquiries of State departments about the possibilities

of destruction should be referred to the State Records Commission through the Archivist. Mr. Bever said that was just what he wanted to know because everyone asks first of all, "What records can we destroy?" and he "hardly knows" what to tell them. I sent copies of our microfilm bulletin to the departments involved and had an immediate response from the Welfare Department--that is, a brief phone discussion and a promise of a call.

The unemployment compensation warrants beginning in 1937 have piled up to the quantity of twelve million. Mr. Benson, Assistant State Treasurer, says it would be advisable to have them on microfilm, not only to save bulk, but because of the problem of keeping them in workable file order. I should think these warrants would be Auditor's records, but Mr. Benson says legally they belong to the State Treasurer (I suppose on account of federal participation) though at present in the custody of the Chicago Unemployment Compensation Office. I explained the difference between the warrant journal of the Treasurer's office kept on film and this proposed destruction of filmed records. The warrant journal is a register of records, made as an original record on film, involving no destruction of records. The unemployment compensation warrants, on the other hand, are records already in existence and proposed for destruction. Mr. Benson is to have a conference with the Welfare Department and will shortly ask for a meeting of the State Records Commission.

#### Photographic Laboratory.

The Alexander County microfilm project has been completed and the camera moved to Mound City in preparation for starting the work there. 161 rolls of 35 mm. microfilm were taken, plus 11 retake rolls. More than 600 volumes were copied but I do not have the exact figures at hand. On account of the illness of Mr. Hansen the work at Mound City has not yet been started except to make one sample roll of film.

Mr. Blood has submitted an article describing this project to Dr. Vernon Tate, Editor of the Journal of Documentary Reproduction. This article is also submitted for publication in Illinois Libraries for the June issue. For our magazine Mr. Blood wishes to add a list of the Alexander County officials through whose cooperation the work was undertaken.

The Photostat has been out of order for the entire month.

#### Archives Building.

The second and third floor workrooms at the east end of the Archives Building have been taken over for the Secretary of State's Drivers' License Division of the Automobile Department, Mr. Walsh, chief clerk.

The Archives staff has been moved to the second floor west.

Dr. Iben, Mr. Blood and Miss Scheffler into the former Archivist's workroom, Mrs. McFadden to the Secretary's Room. The furniture in both rooms has been rearranged. The departmental vault clerks formerly given desk space in the Archives workroom can no longer be accommodated. The most seriously inconvenienced department is the Secretary of State's Executive Department which recently rehired Mr. Wegshoff with the express idea that we could provide desk space for him in this building.

The Drivers' License Division has promised to return the drinking fountain from the 11th level, loaned for their Fourth Street office several years ago.

### Staff Notes.

Beginning February 8, the hours for all staff were changed to 8:30 A.M. to 5 P.M., with one and a half hours for lunch. Formerly we worked a staggered shift, half the staff reporting at 8:30 A.M. and quitting at 4 P.M., half working from 9:30 A.M. to 5 P.M.

Mrs. Grace Williams was transferred to the Liquor Control Commission on February 6. Her work and personality were satisfactory to us, but she was holding a civil service position on a pink permit under Mr. Rowe she was let out. Her position has not yet been filled.

We are building up a serious back log of typing so it is to be hoped that a competent typist can be found soon. In addition, Miss Koval was out ill for a week, so that it was necessary to borrow Mrs. Figueira for one day to get out necessary mail.

Copies of the Archivist's first lecture before the records class, appearing in the February 1945 issue of Illinois Libraries were sent to each member who registered for the course.

The National D.A.R. Magazine for February 1945 contains a news note concerning the reelection of the Archivist as President of the Society of American Archivists.

Copies of the mimeographed bulletin "Using Microphotography to Reduce the Bulk of Records" were sent to 26 elective State officers, Department Heads and Heads of Commissions. A number of other copies have been distributed to interested State house and microfilm company representatives.

Respectfully submitted,

Archivist

ARCHIVES ACCESSIONS

February 1945

	<u>Volumes</u>	<u>Documents</u>
Secretary of State		
Index Department		
Land title records, 1 case		4
Secretary of Senate		
Senate Bill, 1st special session, 1943		1
Election contest	<u>2</u>	<u>106</u>
	2	111

# **ARCHIVES REFERENCE**

February 1945

## **Routine Departmental Calls**

### **Secretary of State**

#### **Corporation Dept.**

Annual Reports	123
Index Cards	43
Charters	4

#### **Court of Claims**

Closed Cases	2
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#### **Executive Department**

Needs to State property	2
Inter-State Pact (Executive File?)	1
Records of State and County Officers	
Notary bonds	7
Notary petitions	3
Official bond	1
Trade Marks	12

#### **Index Department**

Election Records	161
Enrolled Laws	15

#### **Securities Department**

Brokers' File	3
Closed Cases	

General Assembly Records	19
--------------------------	----

Division of Waterways	
Illinois and Michigan Canal records	2

Insurance Department	
Annual Reports	3

#### **Historical, Genealogical, etc.**

Genealogy	4
History	126
Miscellaneous	1

#### **Mail Inquiries**

County officials	10
Archival Technique	7
Genealogy	10
Historical	1



**ARCHIVES CATALOG**

**February 1945**

**Catalog**

**Made by Archives  
Withdrawals**

**132**

**243**

**Name Index**

**Cross Reference Cards**

**5**

# DEPARTMENTAL VAULT ADMISSIONS

February 1946

Div. of Architecture & Engineering	1
Auditor of Public Accounts	8
Civil Service Commission	9
Illinois Commerce Commission	1
Supt. of Public Instruction	1
Dept. of Public Works & Buildings	1
Dept. of Registration & Education	42
Secretary of State	
Court of Claims	2
Executive Department	5
Index Department	4
Securities Department	2
Shipping Department	1
Supreme Court	1
State Treasurer	12
Vital Statistics	7
Div. of Waterways	1
	<hr/>
	98

PHOTOGRAPHIC LABORATORY

February 1945

Microfilm

Exposures

Alexander County

11 Retake Rolls

1550

ARCHIVES FIELD VISITS

February 1945

Mr. Blood

Alexander County  
Pulaski County  
Franklin County

1
2
<u>1</u>
4

Mr. Hansen

Alexander County  
Pulaski County

1
<u>2</u>
3

ILLINOIS STATE LIBRARY  
ARCHIVES DEPARTMENT

Report for March 1945

Accessions

Secretary of State. Corporation Department. Annual reports of Not for Profit Corporations for the year 1942 were accessioned, though transferred late in February. Index cards for Not for Profit Corporations, a new files, was started by the accession of approximately 200 cards.

Secretary of State. Index Department. Deed records for the Lowden Memorial State Park, 13 documents, were received on March 12, 1945.

The State Treasurer transferred to the Archives all his records prior to 1817, from about 1870, we already having the earlier ones. These records are locked in the fumigator at present, unaccessioned, because shelving them will involve considerable rearrangement of Treasurer's records already here, and it seemed advisable to do our spring housecleaning on that level before taking the books up for making inventory.

Departmental Vaults

The State Treasurer transferred a few ledger volumes to his departmental vault.

Archives Building

The Drivers' License Division of the Automobile Department moved into the second and third floors at the east end of the Archives Building on March 19. Our staff rest rooms on these two floors are retained but both the toilets to be used by this Division. The doors to new partitions cutting off the rest and coat rooms have not yet been installed. The Archives staff desks have been moved into the Archivist's workroom and the Secretary's room. Mr. Wegheft, of the Index Department has been given a desk in the Secretary's office. There has also been some rearrangement of desks and equipment in the Photographic Laboratory suite. Some of the furniture from the second and third floors is now in the Special Vault, also some of the shelving formerly in the Victory Book Room has been installed on the second level of that vault. All mending equipment from the third floor has been transferred to the furthestest west room of the Photographic Laboratory.

The second floor Conference Room has been taken over for about two months by the Index Department of the Secretary of State's office for some special work.

### Personnel

Mr. Thomas Carlton (1), succeeded Mr. Grubb as afternoon watchman on March first. He also acts as relief elevator operator. Mr. Grubb was a very pleasant man, but must have had a stroke at some time as he had speech difficulties and seemed mentally confused at times. We were, therefore, rather relieved when he left as we feared something might happen to him when alone here in the building at night.

Miss Frances E. O'Neill, typist, began work March 27, filling a vacancy which has existed since February 6.

### Staff Work

The For Profit Corporation reports have been filed through the letter "F." The Not for Profit Corporation reports have been filed through the letter "G."

The indexing of Board County federal census for 1850 has crept along to page 426. Approximately 2100 cards have been made since the last report in October. We seem to be caught in a vicious circle on this indexing proposition. We are getting an increasing number of calls for census records, each search requiring from an hour to half a day. If we could spend the time indexing, that we spend searching, we could make substantial progress. We have been unable to do much indexing, because of the necessity of getting the Alexander and Pulaski county film checked. A second reading machine should be one of our first post-war purchases.

Dr. Iben, reports, that 684 entries were written for the Name Index. "These entries represent the names of all judges, lawyers, constable, sheriffs, jurors, litigants, etc. appearing in the court of Common Pleas at Cahokia from 1805 to December 1806." A copy of his report is appended.

The County Commissioners' Proceedings, first volume of each, for Christian and Clark Counties have been typed from the H R S transcription.

Miss Scheffler, is continuing the work of incorporating the entries of the Checklist of State Imprints, 1809-1850, into the Reference File, making added entries as well as the main entry cards. We have decided, that "Reference File" is a more correct designation than "Archives Catalog" since we use our shelf list inventory for checking our holdings, and are making chiefly analytics and miscellaneous reference information slips for the catalog. Miss Scheffler has also refiled 6000 entries in the Name Index in the Letter E. making cross references and guides, the statistics for the latter to be reported later.

### Photographic Laboratory

Mr. Hansen returned from Mounds City in the middle of March, and developed the film he had taken-42 rolls. He has only 8 rolls left, as Mr. Blood underestimated the number of rolls needed. We get larger images but fewer pages to a roll with the unperforated film. There was a delay in getting the additional film ordered so it seemed best to Mr. Hansen and me that we finish the work with our film, accepting the county's film in exchange when it comes. It may be several months before the film arrives. The County Officials were to phone us if they got an answer to their telegram asking how long it would take to furnish the film. Mr. Hansen, has finished copying the records, which went through the flood that is, the County Clerk's records, and is about half through the records of the Recorder's Office. We hope, to have the film he has already taken checked for retakes before he returns. Except for retakes he ought to be through in from ten days to two weeks.

### Exhibits of the Week

The following records have been shown: Perrin Collection: The Register; Charleville sales record, p.82. Enrolled Act, appropriation for State Archives Building. The clearance papers for the "General Fry of Lockport," the first boat to go through the Illinois and Michigan canal in May 1848. Petition and bill for "An Act to incorporate the Springfield Mechanics Union", the bill in Lincoln's handwriting, 1839.

### History of State Departments

The office of Auditor of Public Accounts, a difficult one to do because of the numerous citations to the office in obscure locations, has been completed. I hope to go faster this next month. Miss O'Neill, has started typing on sections I have already finished revising.

### Legislation

Several record bills have been introduced into the General Assembly so far. With one exception these are bills to which we are taking no exception. The bills introduced are: SB15, SB227, SB233, 4B, 93, HB130, HB313, HB346. Most of these are minor amendments to county record laws, presumably sponsored by the respective county officials' associations. HB346 permits microphotographic copies of private business records to be introduced in evidence. This was introduced to overcome an advise court decision involving such records. SB168 and HB226, identical bills, provide an appropriation of \$25,000 for a museum building at Kaskaskia.

HB130 was introduced by Representative O'Neill at the request of the County Clerk of Du Page County, who wants to Destroy the old county warrants and some of the medical certificates connected with the issuance of marriage licenses. Instead of drafting a bill listing specifically the records which could be destroyed, the standard procedure in record destruction, the bill lists records which may not be destroyed. Taken literally, nothing could be destroyed under the bill. If a county official really wanted to destroy records, the vagueness of the wording would permit this to be done, and without any opportunity for a public hearing. Notably historical records might be destroyed.

As soon as the bills were printed, we sent copies to the presidents and chairmen of the legislative committees of the county officials' associations asking if their associations had sponsored or endorsed the bill. All indicated that the bill was not sponsored by any of their associations, and at their requests, copies of the Archivist's Memorandum pointing out objections to various sections was sent to each of them. I also talked long distance with Mr. Bell, of Decatur, president of the Circuit Clerks' and Records' Association. Mr. Bell, objected to a county clerk introducing a bill affecting circuit clerk and recorder's records without consultation with his association. He said very strongly that the bill was dangerous and ought to be killed. The County Clerks who met here informally in March, according to Mr. Blood who attended the meeting, also were dubious about the bill and some were quite critical of Mr. Wageman, County Clerk of DuPage County. However, they took no formal action. Both associations evidently wanted the bill killed, but they wanted us to do it, and we here all feel that would be an unwarranted infringement of county prerogatives by a State Official. Mrs. O'Neill, graciously arranged for two postponements of the hearings before the Judiciary Committee, but the county officials still did nothing. After a series of conferences with Mr. William Vioars of the Security Department, who is watching legislation for Mr. Barrett, it was decided to ask the Legislative Reference Bureau to draft amendments to interpose as many safeguards as possible. This was done and Mrs. O'Neill presented the amendments to the Judiciary Committee. Despite considerable adverse discussion in the Committee, the bill was voted out favorably with these amendments. Mrs. O'Neill, told me she felt the bill would not pass, and that she would either let it die, or would amend it herself on second reading to satisfy her county clerk. I missed the second reading, but the printed amendments are exactly as we suggested. The bill is now on 3d reading. I feel that we have now done all we properly can do, but I will continue to watch the bill for other amendments which might be added in the Senate.



### State Record Commission

The State Records Commission on March 21, recommended that the State Treasurer be permitted to destroy some twelve million cancelled checks for unemployment compensation after microfilming them.

### Reference Work

Dr. Iben, translated another St. Genevieve deed for Dr. Alexander Burke of the Springfield district health department, and he in turn gave us a photostatic copy of the document to add to our French records collection. Some time I think it would be desirable to obtain if possible, from the Missouri Historical Society at St. Louis, copies of French documents of Illinois interest. These two given us by Dr. Burke, came from there.

The Archivist wrote an unsigned editorial for Library Journal, warning against promiscuous destruction of original historical records after microfilming. This was written at the request of Mr. Karl Brown, editor. Mr. Brown also asked for suggestions for authors of future articles on Libraries and Archives, which recommendations were made.

Dr. Brodman, of New York, who is promoting his own method of preserving documents, has become almost fanatical in his opposition to microphotography as a method of preserving records. He has recently published a pamphlet entitled "Microfilms: their use or abuse." In this pamphlet he points out inconsistencies in the endorsement of the permanence of microfilm by the U.S. Bureau of Standards. He sent copies with requests for comments. A reply was drafted for Miss Rogers to send to him.

Mr. Franklin M. Morgan, president of the Graphic Microfilm Service, Inc., has just been made president of the newly founded National Microfilm Association. At a meeting recently held, he writes, "there were 32 representatives of government and various component parts of our industry." He sent me a notice of the meeting which did not reach me until the convention had started. This first meeting was open only to the commercial concerns, and a few people working directly with them in the engineering field, like Dr. Tate. Mr. Morgan wrote me further, "You might be interested to learn that certain basic data contained in your 'Legal Aspects' address proved of real value in our round-table discussion on the legal status of microfilm. The meeting's reaction to this data is good evidence of the need, in our field, of Archival professional council and direction. In our field, we are somewhat like the seven fabled blind men and the elephant."

One firm is certain microfilm is very like a lens; another company thinks it very like an insurance policy; and a third knows it is very similar to a room stretcher, etc. We feel that a correlation of our experience may provide adequate perspective, to the good of the field and those it does, or may, serve."

Mr. Morgan, visited us some months ago and said he feels that these war days, when equipment cannot be made for common sale and use, afford an excellent opportunity to study the applications of microphotography--that there has been too much high pressure salesmanship, and not enough consideration as to where the process can or should be used or not used. I know little about his firm, but was favorably impressed with his intelligence and apparent sincerity. I understand that the Recordak people did not accept the invitation to the conference because all microfilm companies were invited, including some of the less responsible manufacturers. I think this perhaps an ill advised attitude on their part, for if this is a sincere effort at coordination I think they should support it. Not having talked with Mr. MacDonald myself I should not judge; possibly the decision was not his. I have a feeling, perhaps an unwarranted suspicion, that they feel their experience has given them all the answers, and that they would have more to give than to receive from such an association.

The Oregon State Library has again appealed for confidential advice on certain candidates for Archivist and other Archival matters. I answered on my Society stationery, although this is really a matter of the State Library correspondence. Though official business, I do not feel that I should sign Mr. Barrett's name to such a letter, yet all of these questions involving advice <sup>is</sup> official not personal, and may require a letterhead to show that I am the person I purport to be. I mention this as a point you might like to raise in future discussions of our correspondence policy. Incidentally, Miss Stephens, stated in her letter to her board that the relationship between the Archivist and the State Librarian would be exactly like the Illinois set-up. I am glad we have proved to at least one other State that our organization works and could well be copied elsewhere.

Mr. Goldman, State Librarian of New Jersey, wired me last week for space statistics on our Archives Building. As we had never figured by square feet before, you may be interested in the figures sent: Building approximately 152 by 68 feet; 60,000 square feet vaults; 20,000 square feet administration, etc. He asked "exclusively for Archives purposes." I included the space recently lost because I regard that as, I hope, a temporary arrangement. Furthermore, since we have stressed so much the fact that this is

intended as a building exclusively for Archives. I see no reason why people need to know any different after all these years, and what we don't tell they won't know, at least for a while. In my follow up letter, I explained our departmental vault system and recommended that in the New Jersey plans, same provision be made for housing of temporary records or dead storage for original records not yet ready for destruction after microfilm copies have been made for administrative use.

I mention this correspondence on technical matters, not because I think it necessarily the most important work we do, but because it illustrates trends as to service.

### Visitors

Miss Magdalena Dulce Smith de Vasconcellos, another of the Brazilian students, spent the afternoon of March 6 here. She came without warning and as this was the day of the first hearing on HB130, I was not able to give her much time. Mr. Wetherbee, showed her the different methods of filing used here, which is what she seemed to want. I urged her to stay over, but on account of the legislature we could not get her a room in the hotel. Mr. Wetherbee said she could stay with them, but she was about sick with a cold and was anxious to get back to Chicago. She promised to come back this way from her trip west, but as her itinerary would require her return via New Orleans it is very doubtful that she will return. We deeply regretted not being able to do more for her, but her unexpected arrival prevented planning for it. I felt HB130 was too important to neglect even for a foreign guest.

Respectfully submitted,

Archivist

Miss Margaret C. Norton  
Archivist  
Springfield, Illinois

Springfield, Tuesday  
20, March 1945

Dear Miss Norton:

The following constitutes a report on the activities of the undersigned during the past month:

1. 684 entries were written for the Name Index. These entries represent the names of all judges, lawyers, constables, sheriffs, jurors, litigants etc, appearing in the Court of Common Pleas at Cahokia from 1805 to December 1806. The Court of Common Pleas absorbed the functions of three other courts during this period: those of the Court of Quarter Sessions, of the Probate and of the Orphans Court. From the point of view of the student of government, perhaps the most interesting are the entries made regarding the Court's activities in county administration. We learn about road projects, poor relief etc. On page 37 and page 38 there is a record of instructions for fencing and repairing of the Court House, which is detailed enough to make a ground floor plan of house and yard:

"Ordered that this Court House and Jail be fenced in with a good oak post and rails and in the following manner, to be six feet in front of the house from the gallery posts, and run to the jail corner six feet beyond it, and ten feet at the upper and from the gallery posts, and twenty feet from the gallery posts on the back part. The above fence to be of good white oak posts and of rails of white oak or walnut, the posts to be two feet in the ground and five and a half out of ground, the posts to be ten feet from center to center, the rails to be morticed in and not to be more than four inches one from the other, the end of the posts on the ground to be burnt. Also that a pillory with a post raising five feet from the platform of the pillory be made. The Court Room and Jury Room to be plastered and Roof repaired and window shutters to be repaired and new ones made where they are wanting. The above work to be laid to the lowest bidder on the last Saturday of September next; the said work to be done by the December term."

Miss Norton-March 1945-2

On Monday, 13 October 1945 the Court met in Special Session. Jean Frs Perrey and Thos Kirkpatrick on the Bench (Shadrach Bond absent) and did as follows:

"The fencing of the Court House adjudged to George Cadwell for twenty nine dollars;  
The pillory adjudged to Francois Paillet for eighteen dollars;  
The repairing of the Court House according to the direction of the Court to J.F. Perrey (notice, one of the judges. ed.) for 48 dollars."

2. 46 cards typed for the Name Index.
3. Two French deeds (1772 and 1776), photostatic copies of originals drawn up in Ste Genevieve, Spanish Louisiana and now in the collections of the Missouri Historical Society at St. Louis, were translated for Dr. Alex Burke. The Client left the photostats with the Archives and they like the marriage contract are now with the Cahokia Records. Name cards have been made for all persons mentioned in these records and are filed with those constituting the Cahokia Name Index.
4. Two exhibits were prepared for the RECORD OF THE WEEK case: 1. Registre des Donations, 1737-1769; 2. Chauvin-Charleville-Sale Record-1782.

Respectfully submitted,

Ioke Iben

ARCHIVES ACCESSIONS

March 1945

Documents

Secretary of State

Corporation Dept.

Arrival reports. Not for Profit

Corporations

(Ext.) 10,000

Index Cards. Not for Profit

200

Corporations

Index Department

13

Title Records

---

10,213

# ARCHIVES REFERENCE

March 1945

Routine Departmental Calls:	
General Assembly	10
Records	
Governor	2
Correspondence	
Insurance Department	
Annual Reports	2
Secretary of State	
Bookkeeping Department	
Duplicate payroll	2
Constitution of 1922 (Proposed)	1
Corporation Department	115
Annual Reports	41
Index Cards	
Executive Department	
Criminal Records: Warrant	1
Records of State and County	
Officers	
Notary public	9
Trade Marks	8
Index Department	
Correspondence	3
Title Records	6
Election Records	26
Enrolled Laws	22
Securities Department	
Closed Cases	2
Historical, Genealogical, Miscellaneous	
Reference Room	
Historical	0
Genealogy	10
Mail Inquiries	
Historical	3
Genealogy	11
Archives Technique	7
County Officers	10
Miscellaneous	9
	<hr/>
Total	300

ARCHIVES CATALOG

March 1945

Archives Catalog

Cards

Checklist of State Imprints

(Revision of Catalog entries)

536

Withdrawals

63



# VAULT ADMISSIONS

March 1945

Div. of Architecture & Engineering	1
Auditor of Public Accounts	15
Civil Service Commission	8
Illinois Commerce Commission	4
Dept. of Insurance	1
Dept. of Registration & Education	37
Secretary of State	
Court of Claims	3
Executive Department	33
Index Department	3
Securities Department	5
Shipping Department	10
State Treasurer	14
Division of Vital Statistics	<u>1</u>
	135

# ARCHIVES FIELD VISITS

March 1945

Mr. Blood

Macon County	1
Cook County	<u>2</u>
	3

Mr. Hansen

Pulaski County	<u>2</u>
	2

Total	5
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# PHOTOGRAPHIC LABORATORY

March 1945

Mr. Hansen	Microfilm Exposures	Photostats
Pulaski County	(Ext.) 54,600	
42 rolls		
Corporation Department		96
Archives Department		3
Mr. Helm		
Corporation Department and Library		<u>71</u>
		170

ILLINOIS STATE LIBRARY

ARCHIVES DEPARTMENT

Report for April 1945

Accessions

Title records relative to Spittler Woods State Park (4 documents) were deposited by the Index Department of the Secretary of State.

The Securities Department of the Secretary of State deposited 183 folders of closed cases. #5844-6119 (with some gaps in file).

The Division of Waterways of the Department of Public Works and Buildings deposited 5 rolls, bound in leather, of canal surveys made in the eighteen fifties. These surveys will be needed both by the Division of Highways and the Division of Waterways, and were transferred to us to ensure that they would not become inaccessible to either divisions. The Division of Waterways has requested us to photostat these volumes for their use and to charge the cost of them. This was explained in my memorandum dated April 20.

Departmental Vaults

The following departments have transferred records to their vaults: Vital Statistics Division of Department of Public Health.

1944 Correspondence.

State Treasurer

Miscellaneous records under letters of authorization April 23 and 25.

Department of Agriculture.

Correspondence as per authorization of April 26.

Staff Work.

Corporation Reports.

Not for Profit Corporations filed through the letter "R" and For Profit Corporations through the letter "R". This work has been materially slowed up by the absence of Mrs. McFadden a part of the month on account of illness.

Bond County federal census for 1850 has been indexed, about 6000 cards. These cards have not yet been counted nor filed in, the exact figures cannot be given, so this will be listed in the May statistics.

The History of State Departments revision has gone well this past month for there have been fewer interruptions than usual. The

following departments have been revised, in most instances completely rewritten:

State Training School for Boys; all State hospitals (except those under jurisdiction of Department of Public Safety; Department of Finance and Labor; Illinois Commerce Department; Governor; Liquor Control Commission; Lieutenant Governor. Miss O'Neill, has nearly caught up with the retyping required on this project.

For sometime we have been looking for a subject for an article or articles for Mr. Wetherbee to contribute to Illinois Libraries. Since we have frequent questions concerning State holidays, Mr. Wetherbee has decided to do a brief article, usually only a paragraph or two each, for the State holidays and special holidays for each month. I believe this will be a popular feature for Illinois Libraries because it is hard to get this information, sometimes only to be found in manuscript records.

Exhibits. Two exhibits of "Records of the Week" have been shown. We have decided to leave these exhibits up two weeks instead of one:

1. One of Lincoln's first bills: An act to authorize Samuel Musick to build a toll bridge across Salt Creek in Sangamon County, introduced December 15, 1834.

2. Joint resolution (5 J. R. #8, 1943) accepting State sponsorship for S.S. Springfield, launched last year. Mrs. McFadden, through the courtesy of Mr. Dallman, was able to illustrate this by photographs of the launching and of Miss Norma McCurley, the Springfield girl who acted as co-sponsor.

Electrical installation for the 2d floor exhibit cases is still incomplete.

#### Photographic Laboratory.

Mr. Hansen returned to Mounds City April 29 to make the retakes on the Pulaski County records. He expects to complete the field work there by the middle of that week. There were very few retakes on the Pulaski county records, which was an agreeable surprise since we had to substitute some of our own outdated film for the new film which did not arrive in time, and since many of the records were in very bad condition.

We also photostated the first volume of marriage records of Pulaski County at the request of the county clerk. This request came to us a year or more ago, but the county clerk did not send the record to us until after we had microfilmed the original.

#### Visitors.

Miss Wilhelmina Aveling, of the Chicago Y.M.C.A., brought 50 of the honor students of the University of Good Government on April 24.

These high school students were taken through the building in groups of 25 each. The students spent two days visiting State departments. I was dubious about how much they would get out of it, but they seemed interested in the various mechanical features of the building.

#### State Records Commission.

The Division of Highways of the Department of Public Works, under Mr. McCoy, has prepared a list of records they wish acted upon. The list has been submitted to the director for his approval prior to a call for the Commission.

The Department of Public Welfare under Mr. Jaencke (?) is also working on a list.

Mr. Pearsol of the Department of Public Safety has not yet returned the signed recommendation of the Records Commission affecting his Department. He informed me that the director told him the department will not ask for any legislation this year. Mr. Pearsol said that he thinks the trouble is that the director saw Mr. Barrett's signature and thinks it a recommendation from him. Mr. Pearsol pointed out that actually the Commission made its recommendation while Mr. Rewe was still Secretary of State, and that it was incorrect for you to have signed Mr. Barrett's name since he was not a party to the transaction. He asked if the recommendation could not be predated to take care of that. I told him to return the correspondence to me and I would take the matter up with you. This conversation was about ten days ago, but I have heard nothing further from Mr. Pearsol.

The Attorney General has ruled that the State Treasurer already has authorization to destroy the cancelled checks for unemployment compensation which the Records Commission approved for destruction after microfilming. This legislative permission to destroy was given under House Bill No. 714, approved July 23, 1943. Section Laws of 1943 v.1 p.1334: An act to amend section 1 and the title of "An Act in relation to the destruction of bonds, notes and other evidences of indebtedness, including interest coupons, which have been paid, redeemed or cancelled by the State of Illinois," approved July 17, 1941. A copy of the opinion has been transmitted to us by the State Treasurer for the Records Commission file. The State Treasurer feels that getting the Commission's approval also was a good thing.

#### Archives Buildings.

The Driver's License Department are using the east half of the Public Catalog Room during their rush season.

Mr. Barrett, has instructed us to permit smoking in the second floor women's rest room only, provided the privilege is not abused. So far as I am aware the girls of the Drivers' License Department are complying with regulations. However, they are also using the men's rest room on the third floor and have ordered the Archives

staff men out of the quarters. This has been reported upon in a separate memorandum, which also directs attention to the non-compliance with no smoking regulations on the part of men in the 11th departmental vault level.

The Venetian blinds all over the building have been taken down, cleaned and the tapes replaced where necessary.

The tunnel connecting with the Centennial Building is being dug up and re-waterproofed.

#### Personal Notes.

Mrs. McFadden's father-in-law died in California April 3, only a few days after her husband had returned from visiting his father.

Mr. Blood, was in the hospital the first part of the month suffering from pneumonia. He returned to work but had a violent reaction from the sulpha drugs with which he had been treated. On April 24th he entered a hospital in Champaign to take penicillin treatment, hoping to clear up his long standing eye-trouble.

The Archives Department of the State Library, like other State departments, was closed Saturday April 14th, the day of the burial of President Roosevelt.

#### Legislation.

The numerous bills affecting the making and keeping of records are being watched. There are only three which particularly interest the Archives:

HB 130, the County Records Destruction act, is apparently going to pass, despite the fact that the County Clerks' association has gone on record as apposed, and the Circuit Clerk's and Records' Association has stated privately that it is a bad bill. I think it was reported out favorably by the Senate Judiciary Committee the day I was tied up with that Y.M.C.A. group. We had done all we could properly do to stop it.

House Bill 406 authorizes the destruction of records recommended by the Records Commission on behalf of the Department of Agriculture.

House Bill 437 permits the County Recorder to keep his record of titles on microfilm. This is another of those Chicago sponsored bills. The Cook county recorder keeps the original title records, hence his record of titles is a secondary record. Downstate recorders, however, return the original deeds and mortgages to the owners, hence their registration of titles is extremely important and should not be kept on anything as experimental as microfilm. As Mr. Blood point out, however, the law already permits recording by micro-photography since the recorders act was amended a number of years ago

to permit recording by "photographic or photostatic reproductions." (See Revised Statutes 1943, Chap. 115 Sect. 9, 2d paragraph.) This new bill adds a clause specifically authorizing the use of microphotography in recording. I consider the bill vicious but have taken no action, because of the failure of the Circuit Clerks and Recorders Association to do anything about House Bill 130 after expressing violent disapproval. I believe, the thing to do is to let the bill alone and, if it should be passed, propagandize county officials against taking advantage of it. Mr. Blood, disagrees with me about disapproval-says he believes in microphotography, that the Cook County people want it and are determined to get it, and that he does not think the downstate recorders will use it anyhow.

Respectfully submitted,

Archivist.



Miss Margaret C. Norton  
Archivist  
Springfield, Illinois

20 April 1945.

Dear Miss Horton:

This report covers the period which has elapsed since the 20. March.

The long Record of the Court of Common Pleas referred to in the last two reports has finally been finished and the 1234 slips made have been absorbed into the Name Index. 580 of these slips were made this month. 27 additional entries were secured from the next six records assigned to this period by Ferrin. Thirty-two cards were typed, representing mainly names of the French population for all periods covered by the collection.

To share the information obtained, at least in part, we are copying the calendar entry for the court record:

Ferrin Collection p.37(II) #8 (Indiana Territory)

December 1805 - December 1808

Record of the Court of Common Pleas, of St. Clair County, December 1805 to December 1808. The following judges sat in 1805: George Atchison, J. F. Perrey, James Leman, William Biggs, Shadrach Bond, Nicolas Jarrot. From March 1806 only three judges sat at each session; they were up to the August term 1808: Shadrach Bond senior, J. F. Perrey and Thomas Kirkpatrick; from that term on Shadrach Bond junior replaced his uncle. John May was the Clerk and John Hays the sheriff. Besides several hundred cases of actions for debt and a goodly number for assault and battery and a few for adultery, larceny etc., there are recorded the proceedings of the Court regarding the administration of the civil government, with which it was charged by law, effective January 1808. The following references cover practically all of these: p.9: appointments of county officers; p.10: weights and measures ordered made; p.26,27,59,71: road surveying and building; p.37,40,78: tavern licenses issued; p.37/38: fence around court house and jail and repairs ordered; p.51: treasurer's report, payment of county officers; p.58: minutes read. On p.82 is a reference to the jury as withholding its verdict, because the plaintiff refused to pay them. A.D. by John May. D.S. by Shadrach Bond (senior), Perrey, Thomas, Kirkpatrick, Shadrach Bond junior. 88 p. of 90. 12-3/4 x 8-1/4 in.

Note: See Philbrick, F.S. The laws of Indiana Territory, 1801-1809. & 1830: CIVIL, 115-116.

Another interesting document is the following indenture, transcribed in full:

Ferrin Collection p.39 (1) #3 (Indiana Territory)

Indiana, St. Clair County

this indenter witnesseth that on the 9th Day of June 1808 Isaac Gilham and James Kirkpatrick two of the overseers of the poor hath put John Henderson Supposed to be 14 years old, in the County of St. Clare Co., then Township and by these presence Doth bind the sd John Henderson a prentis to James Downing of sd County to learn the Art of Farming And after the manner of anaprentis to Serve him from the Day and Date hereof for and During the Whole terme of time untill he arrives to the Age of one and twenty During all which time he the sd Apprentis his master shall faithfully Serve his Secrete keep his Lawfully comend Gladly Obey he Shall Do No Damag to his sd master Nor so it Run by others with out Letting his master know he Shall Not Sell his sd masters Goods Nor lend them without his Leve he Shall Not Comit Any misdemeanor Nor by nor Sell without his Leve he Shall Not Absent him Self Day Nor Night with out Leve he Shall Not Contract marryng Nor Comit furnication but in All things behave him Self Manfeth full Aprentis ought to do During the sd term --- And he the sd master Doth Obligate him Self to Give the sd Apprentis one yares Schooling if sd Apprentis Can be Conformed to the Rules of the School and instruct the sd Apprentis in the Art of Farming and provid Sufficient meat Drink Apperrel lodging and washing And A Coat on and A Coat of at the End of sd term--- and for All And Every Performance of the sd Covenant We Asigne our hand Ad Seals in presents of B White one of the Acting Justis of sd County

Isaac Gilham (Seal)

James Kirkpatrick (Seal)

James Downing, (Seal)

Appended to this report are the following papers:

1. The final draft of an article prepared for publication in the archival section of Illinois libraries, should it find your approval for that. It is entitled: A criminal case in a French Court on Illinois soil in 1788. The original and one copy.
2. Two copies of a page from the Ferrin Collection Calendar, in process of preparation; this was copied to facilitate illustration of the method followed in calendaring the marriage contracts to Miss Flint of the Historical Library.

Respectfully submitted,

*L. K. O. Jones*  
L. K. O. Jones

RANDOM PAGE FROM THE CALENDAR  
OF  
THE ST. CLAIR COUNTY ARCHIVES (CAHOKIA)

#8<sup>XV</sup> January 25(27) 1775. Fr.

Marriage contract between Louis Compte, native of Terre Bonne, Montreal District, son of Alphonse Compte and dame Marie de Vontour(?), and dame Marie Josephite Lamarche, widow of the late Joseph Langlois, in the house of the latter at Cahokia; half of the assets of the common property of the bride with her deceased husband to go into the new partnership; the minor child of the bride with the late Joseph Langlois to be under guardianship of the new husband until it is of age or has otherwise been provided for; prefix dower 300 livres, preference legacy (preciput) 150 livres, both in the currency of Tours; the husband to share with the children the inheritance, on equal terms, should the wife die before him; 75 livres in peltries to be kept for husband's account, to reimburse him for trouble had.

A.D.S. by Senet, notary

D.S. by Aime Comte, Chabot, J. B. H. Lacroix,

future wife (by mark), future husband (by mark), Remon Quenel, Gensirre, commandant. 4 p. 17x10-1/4 in.

#8<sup>XVI</sup> November 19, 1785 Fr.

Marriage contract between Antoine Lamarche (junior), son of Antoine Lamarche and the late Marie Anne Jeannot, native of La Pointe Auxrenables de Montreal, bishopric of Quebec, Canada, living in Cahokia, and Marie Bequet, daughter of Jean Ete Bequet and

Elizabet Marchetaud, 18 years of age, at her mother's house in Cahokia; Jean Bte Dubuque represented absent father; groom brought 4144 livres from first marriage with Madeleine Buet, deceased; prefix dower 500 livres; reciprocal preference legacy 250 livres; the future wife to assume full guardianship with future husband over his child of first marriage; the future wife to share with his children on equal shares. Witnesses for groom: Sieur Jean Marie Dorion, deputy guardian of minor daughter and godfather(?), Philippe Gervais, Antoine Boyer, Louis Deslongchamps; for bride: Elizabet Marchetaud, mother, Sieur Jean Bte Dubuque, Sieur Francois Trottier, captain of militia and commandant, Jean Bte Bergeron, Joseph Roy Lapensee.

A.D.S. by Labuziere

D.S. by Antoine Lamarche (by mark), Marie Bequet (by mark), Elizabet Marchetaud (by mark), Jean Marie Dorion (by mark), Deslongchamps (by mark), Philippe Gervais (by mark), Antoine Boyer (by mark), Charles Bequet (by mark), Joseph Roy Lapensee (by mark), Jean Bte Bergeron (by mark), Fr. Trottier, B. Dubuque. 7 n. of 8. 11x7-1/4 in.

# ARCHIVES ACCESSIONS

April 1945

	<u>Vol.</u>	<u>Documents</u>	<u>Folders</u>
Secretary of State			
Index Dept.			
Deeds to State			
property		4	
Securities Dept.			
Closed Cases			183
Dept. of Public Welfare			
Division of Waterways			
Canal surveys	5		

# ARCHIVES REFERENCE

April 1945

Routine Departmental Calls	
Secretary of State	
Corporation Dept.	
Annual reports	191
Index Cards	92
Executive Dept.	
Executive File	1
Correspondence	2
Records of State and County	
Officers: Notary Public	12
Trade Marks	3
Index Dept.	
Deeds to State Property	3
Election Records	18
Correspondence	14
Enrolled Laws	11
Securities Dept.	6
Closed Cases	9
General Assembly	
Dept. Pub. Works & Bldg.	
Waterway Division	
Canal Records	1
Historical, Genealogical, etc.	
Genealogy	10
State Census	4
Federal Census	2
Historical	
Mail Inquiries	
Archival Matters	7
County Officials	4
Genealogy	5
Historical	5
Miscellaneous	4
	<hr/>
	404

# ARCHIVES CATALOG

April 1945

## Reference Catalog

Cards added 496

Cards withdrawn 104

## Name Index

Cross references, letter "E" 636

Guide cards 102

Cards rearranged in letter "F" 4880

# VAULT ADMISSIONS

April 1945

Auditor of Public Accounts	13
Civil Service Commission	4
Ill. Commerce Commission	3
Insurance Department	5
Public Instruction	3
Public Works & Building Department	
General Office	1
Waterways Division	2
Registration & Education Department	46
Secretary of State	
Executive Department	29
Index Department	4
Securities Department	1
Teachers' Retirement Fund	2
Treasurer	<u>12</u>
	125



PHOTOGRAPHIC LABORATORY

April 1945

Photostats

By Hansen

Pulaski Co. County

Clerk-Marriage

record v. 1

Corporation Dept.

Archives Dept. for Iben

By Helm

Corporation Dept.

Dept. Pub. Works; Deed

Mr. Butler. Legislative bill

By Blood

Corporation Dept.

Microfilm

Pulaski County records.

28 rolls

Photostats

Microfilm  
Exposures

368

12

24

18

2

1

28

approx. 4600

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451

# ARCHIVES FIELD VISITS

Mr. Hansen. Photographer

Pulaski Co.

2

K. Blood. Field Visitor

Peoria

1

3

# **Illinois State Library**

## **Archives Department**

**Report for May, 1945**

### **Accessions**

Three documents in relation to the purchase of land in Lawrence County for Red Hills State Park were filed.

The Index Department sent two drawers of returns for the primary and general elections of 1944.

The Index Department has decided to send the 1941 and perhaps the 1943 Enrolled Laws, but has not found time on account of the session of the General Assembly.

### **Departmental Vaults**

Transfer have been made as follows:

Agriculture Department: Correspondence, 1933  
Registration and Education Department. Director's correspondence, application records of Division of Registration, as per our letter of authorization.  
State Treasurer. Warrant ledgers as per authorization  
State Library. Circulation records  
Insurance Department. 25 drawers of correspondence  
State Architect's office. Contract file, 1935-39

### **State Records Commission**

Meetings were held to discuss the destruction of records of the Departments of Public Welfare and Registration and Education.

The Liquor Control Commission is planning to ask for an early session also.

### **Conference Room**

The Index Department finished using the Conference Room and turned it back to us May 1st.

Meetings were held in the room as follows: State Records Commission, 3 sessions. School Library Clinic.

The Education section of the Springfield Colored Women's Club, Mrs. Bertha M. Hall, chairman, met on May 28th in the Conference Room. The archivist talked to them on the subject "What Archives Means to You" and then conducted the group on a tour of the building.

### Staff Activities

The archivist indulged in several "extra-curriculum activities" during the month. In addition to the speech to the Springfield Colored Women's Club she also spoke before a regular meeting of the Exchange Club on May 7. Dr. Iben, of the Archives staff, was chairman of the program committee.

A book note on the National Archives Bulletin No. 6 on Archives Building appeared in the April 1945 issue of Library Quarterly. A longer review on the National Archives Manual on "How to dispose of records" was written for publication in the July number of The American Archivist. An unsigned editorial on improper destruction of original records which have been microfilmed, appeared in the April 15th issue of Library Journal.

It has not been the custom to mention Archives articles in Illinois Libraries, but because these monthly narrative reports may have some future value as a permanent record, it is proper to mention here the articles written by staff members in the past twelve months. Incidentally, the series of articles printing the lectures delivered before the Records Class in January, have brought a number of letters commenting upon their practicability. Several, especially treasured, have come from Dr. Solomon J. Buck, Archivist of the United States.

List of archival articles published in Illinois Libraries, May 1944 - May 1945. Unless otherwise voted, all were written by the archivist May 1944. Census records in the Archives Department of the Illinois State Library.

June 1944. Sister M. Paschala (O.P.) (Dominican order of Wisconsin, Preluding history

Oct. 1944. Verner R. Rice (Photostat Corporation). How recording has been done down through the ages.

Albert H. Schneider (Binder, Arcadia, California). Observations on filing real estate maps.

Nov. 1944. Ioke Iben (Research assistant, Archives).

Notes from the work shop. Marriage in old Cahokia

Dec. 1944. Microphotography and county records.

Feb. 1945. Creation of Records. Lecture I. Record making

Mar. 1945. Creation of Records. Lecture II. Control of administrative records.

Apr. 1945. Course on "Creation of Records" (Syllabus; Using microphotography to reduce the bulk of records

S. Ambrose Wetherbee, Assistant Archivist. Our In-Service Training Programs

May 1945. Creation of Records. Lecture III. Part I. Paper

History of State Departments. The following topics have been completed this month: Negroes; Indians; Mining Laws, Woman Suffrage; Record Laws - 1870; Liquor Traffic. The work has now almost reached that "all done but" stage which is the tedious picking up of ineen-

sistences, expansion in certain places, a reindexing to be sure everything is cross-referred. Completion by July 1st is the goal set, but the work will probably have to go on longer than that.

Dr. Iben reports that 106 documents have been calendared and indexed, and 757 name index slips filed. Although over 10,000 name slips have been written, the total number of cards will not amount to that number when slips relating to the same names have been combined. This file will be kept on Dr. Iben's desk while work is in progress.

Miss Scheffler is still working on secondary cards for the checklist. This last month she has typed 877 cards and withdrawn 118, making a net increase of 555 cards added to the Reference File. Refiling of name index has reached the letter "G." Also the index cards for Bond county were filed. For further particulars, see the Statistics page.

All "Not - for - Profit" Corporation Reports have been filed. The "For Profit" Corporation Reports have been filed through the letter "M" which is well over the halfway mark. This despite the fact that Mrs. McFadden had filing to do and folders to type for two drawers of the election returns. The election returns are all in place now, but the General Assembly records which will soon be coming in will take a couple of months to file.

We are anxious to get the 1850 Federal Census indexed. At present only three counties have been completed: Adams, Alexander and Bond. We decided to take Peoria county next, since it takes so long to find names in the larger counties, and we have several patrons interested in that locality. Some progress in indexing this county has been made, though no report thereon has been received by this office.

### Photographic Laboratory

Mr. Hansen, completed the Pulaski County project and the Recordak was returned on May 5. Since then a service man has rechecked it and worked on the cradles which has been causing trouble.

Because of the large amount of overtime put in by Mr. Hansen (working Saturday afternoons, holidays and longer work days), he was given two weeks extra vacation. He took one week of that beginning May 21.

Mr. Hansen, is now photostating the five volumes recently transferred by the Division of Waterways. The paper ordered for this has not, I believe, been received, but we are going ahead because they need these records.

As soon as this job is completed, Mr. Hansen is to complete the microfilming of the enrolled laws. We have purchased 6 rolls of 16 mm. film for this as this would seem the more economical size

to use for this type of records. Of course these 8 rolls won't be anything like sufficient, but we wish to work off other film now on hand which is outdated.

### Exhibits:

Two documents have been exhibited in the special case: Enrolled Law approved Jan. 22, 1829, Authorizing John Cameron and James Rutledge to erect a mill down on the Sangamon river. With photographs of this mill as reproduced at New Salem State Park. Executive Register Vol. 10, May 23, 1865. Proclamation of Governor Oglesby declaring June 1, 1865 a "day of humiliation and mourning for the death of A. Lincoln."

### Personnel.

Mr. Blood, Field Visitor for Archives, was dismissed under Civil Service rules on April 30. Later the charges were dismissed and he was permitted to resign as of May 15, being allowed two weeks' vacation.

Miss Koval took her two weeks vacation beginning May 1.

Mrs. Goldie Lemke was replaced as matron by Vivian Kittrell.

Alonso Grinn, janitor, resigned May 15.

Jim Le Vine's desk has been moved to the Receiving Room, which not only gives him a phone, but from our point of view, supplies a necessary control over access to the freight elevator.

### Equipment

A new portable electric spraying outfit, "Kil-Mist" has been added to our equipment. This is manufactured by the Electro Spray Corporation, 3129 E. 7th St., Oakland 1, California.

Respectfully submitted,

Archivist

**ARCHIVES ACCESSIONS**

**May 1945**

**Drawers**

**Documents**

**Secretary of State**

**Index Department**

**Election returns. Primary and**

**2**

**General**

**Deeds to State Property: Red Hills  
State Park**

**3**

# ARCHIVES REFERENCE

May 1945

Routine Departmental Calls		
Secretary of State		
Accounting Department		
Vouchers	7	
Corporation Department		
Annual reports	165	
Index cards	42	
Court of Claims	1	
Executive Department		
Trade Marks	4	
Index Department		
Deeds to State Property	5	
Election records	11	
Enrolled Laws	36	
Secretary of State Correspondence	3	
General Assembly records	17	
Historical, genealogical, etc.		301
Genealogy	9	
Federal Census	4	
State Census	2	
Municipal Census	1	
Historical		16
Mail Inquiries		
Genealogy	10	
Historical	5	
Archival technique	13	
Miscellaneous	4	
	32	32
		349



# ARCHIVES CATALOG

May 1945

## Archives Reference File

Checklist, Secondary Cards

887

Withdrawn

118

## Name Index

Guide Cards

219

Cross References

839

U.S. Census. 1850

Bend County

8300

6139

# **VAULT ADMISSIONS**

**May, 1945**

Department of Agriculture	2
Division of Architecture & Engineering	1
Auditor of Public Accounts	15
Civil Service Commission	5
Illinois Commerce Commission	1
Department of Insurance	3
Liquor Control Commission	1
Supt. of Public Instruction	1
Department of Registration & Education	43
Secretary of State	
Executive Department	31
Index Department	1
Securities Department	2
Shipping Department	1
State Treasurer	12
Division of Waterways	1

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**120**

**PHOTOGRAPHIC LABORATORY**

**May 1945**

**Microphotography**

**Exposures**

**Photostats**

**Polaski County**

**Retakes, etc. 200 feet**

**2200**

**Mr. Hansen**

**Corporation Department**

**101**

**Archives**

**16**

**Division of Waterways**

**62**

**Mr. Helm**

**Corporation Department**

**13**

**State Library**

**18**

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**2200**

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**204**

# NEGATIVES FIELD VISITS

1944-1945

M. J. F. B. C. C.

A. J. C. C. C.

1944-1945

# **ILLINOIS STATE LIBRARY**

## **ARCHIVES DEPARTMENT**

**Report for June 1945**

### **Accessions.**

The Index Department of the Secretary of State's office has deposited the following records:

Returns for Judicial Election held on June 5, 1945.

Reed Records relating to Red Hills State Park (6 documents)  
and for the Washington Boulevard Hospital, Chicago (4 documents).

Treasurer's Records, 1823-1916, received March 20 but not entered in the accession record until they had been classified. 89 vol. This means that the State Treasurer's office has now transferred all its records to the Archives up to 1917. Mr. Barrett, when he was Treasurer, broke the ice for us by transferring the territorial records as soon as he found them, and his successors have sent us volumes from time to time. For the first time, however, we now have all the volumes which classify together, rather than scattered volumes from sets. This transfer did not help the congestion in the Treasurer's vaults as much as expected, but the purchase of new filing equipment, when and if made, will give room for some time to come.

I have been informed that Representative Thornton from Chester is sympathetic towards the transfer of the Kaskaskia records to the State archives. I did not hear this in time to contact him while the General Assembly was still here. What I wanted to do was to take him on a tour of the building but not to hint about the records we would like to get.

### **Departmental Vaults.**

The Teachers' Retirement System transferred its 1943-44 correspondence. Mr. Holmes, the new Secretary, was taken on a tour of the Archives Building, and seemed very much impressed. He is worried about the safety of the "case records" now in the Centennial Building--thinks they should be in this building except that they are too active to be out of his office. I suggested microphotography, filing either film copy or original in this building. He is to confer with us again after further consideration.

### **Reference work.**

Both historical and genealogical reference work have taken a decided slump. We have had several calls on technical subjects

which it may be of interest to report:

Miss Margaret Blakesly, Illinois College. Preservation of manuscripts used by students. Miss Blakesly wishes the students to get the "feel" of manuscripts and does not wish to use photostats. She is going to try Dulseal for repairing manuscripts. I wish more students could get training and experience in the handling of manuscript materials.

The Division of Architecture and Engineering has just published a volume entitled "Record of Restoration, Third State House, Vandalia, Illinois". Mr. Borton and Mr. Hedved, in the preface, give acknowledgment as follows: "Margaret C. Norton, State Archivist of Illinois, for her tireless and patient answering of our queries. In addition her "Notes on State Capitols," have supplied us with much of the background of this record." We are, and have been for some time, collecting notes for the restoration of the Old Springfield State House.

Mr. Brown of the Legislative Council brought in a student from the Normal University who is doing a master's thesis on the economic history of the Illinois Valley. I think he will use the boat clearance records of the I. and M. Canal.

Mr. Galesio of the State Treasurer's office has conferred with us several times about specifications for the microfilming of the twelve million checks as recommended by the State Records Commission. The two companies who are fighting for the contract have him all confused with their claims and counterclaims. I pointed out some of the places where there were points to watch where competitive bidding was involved.

Mr. Barrett has instructed Mr. Vicars to investigate the possibilities of inexpensive reproduction of some of the more rare volumes of early session laws.

Mr. Virgil Peterson, Associate Archivist of Colorado, asked information about compiling a checklist of State documents. As a member of the A.L.A. committee on Microphotography I have had some correspondence with Mr. Mumford, the chairman, about the possibilities of compiling a checklist of what manuscript and printed materials the libraries would like to see micro-filmed on a subscription basis; also methods for getting more prompt reports by libraries on their microfilm holdings.

Mrs. Richardson of Rock Island, an employee of the Automobile Department, who is active in the W.R.C. and Ladies of the G.A.R. work asked advice about repairing an old flag.

Mark E. S. Tseng of Stanford University Library asked for a copy of our catalog rules, which I sent, with a memorandum about modifications which we now use.

### Staff Work.

The Corporation Reports have been filed through the letter "State I".

Mrs. McFadden reports that the General Assembly records have been unfolded, repaired, refiled and folders made back through the year 1906. She stopped a few days to complete this work which she had left off in the middle of a year. In working with these records we have worked from both ends. All General Assembly records are now in final arrangement to about 1860. Many of the records for the years 1881-1900 are in very poor condition and should not be unfolded until we are ready to repair them. Mrs. McFadden also filed all election records recently received.

About 1400 index cards have been made for the Peoria County census for 1850, which indexing has reached page 144A. We are hoping this indexing can go much faster from now on. Mr. Wetherbee has not had much time for this or other showy work, having had many time consuming though important odd jobs, such as classifying and arranging the Treasurer's records, checking and refileing records from the last exhibit, proof-reading, etc.

Dr. Iben reports that about 55 records in the Perrin Collection for the Indiana period remain to be processed. 89 records of 92 pages (Perrin Index p.39-VI (#7); VII #1-26, #8 and 19 missing; VIII #1-23; IX #1-22) have been calendared and indexed. Most of these are court writs. 20 types pages have been added to the calendar. 357 entries were made for the Name Index. We plan for Dr. Iben to complete the calendaring and indexing for this Indiana period in full, then for the later American period, to prepare first a more sketchy calendar which will tell us quickly what categories of records we have. We also wish to start series cataloging of these records, impossible up to now because of the incomplete listings in the Perrin index.

Dr. Iben also took the reference desk in the Illinois Documents Room from 11:30 A.M. to 1 P.M. during the two weeks of Mrs. Dirksen's vacation. He also helped some with exhibits.

In addition to the cataloging work reported by Miss Scheffler in the Statistics she has refiled 2512 cards in the letters "Y" and "G" in the name index and devoted about a week to the preparation of exhibits as reported upon below.

Miss Koval has typed the first two volumes of the transcripts of county commissioners' records for Clay County and has nearly finished Clark County, but these have not yet been proof read.

In order to save wear and tear upon the session laws, I am having a table of contents of all session laws made by having such lists typed where they do not appear in the session laws and photostated where they do.

Because of other work which took all of Mr. Hansen's time, we were unable to get to the photostating of missing numbers of Illinois documents. Mr. Angle was so busy towards the end of his stay in the Historical Library that I did not get a chance even to discuss the matter with him, but feel sure his successor will cooperate.

The work on the History of State Departments has reached that stage where, like Alice in Wonderland, the faster I run the harder it is to keep in the same place. Substantial progress towards completion has been made, but the rechecking and finding of places where I should expand and other places where I can condense is taking a long time. I believe the results will be worth while whether it proves too costly to print at this time or not.

### Visitors.

Abbe Honorius Provost, assistant archivist at Laval University, who has been an intern at the National Archives for the past year, spent May 31st-June 2d here. He gave some very helpful assistance to Dr. Iben as he went over the Perrin calendar for items of possible interest to his own institution. He found no records in the Archives which he could use, but did find some material in the Historical Library.

Corporal Knox of Riverton, a nephew of Mr. Carlton, one of our watchmen, and a former WIA boy who worked for us several weeks, called during his furlough between overseas assignments.

Miss Nina Zimmerman and twelve of her staff from the Division of Maternal and Child Hygiene of the Department of Public Health, toured the State Library including the Archives Building on June 15. Miss Zimmerman was very much interested in our exhibit on welfare legislation and requested that it remain in place at least until after the Welfare Conference to be held in Springfield July 11.

Mr. Robert Franklin of the Cassett Library, Memphis, Tennessee, was a visitor on June 25th.

Two tourists registered from Winnipeg, Canada.

### Exhibits of the Week:

1. Flag Day Exhibit: The act creating the State flag, together with the painting of the State flag, borrowed from Miss Rogers' office.

2. Territorial act concerning apprentices. Original in-



denture for a boy named Wyser to Shadrach Bond, 1791, together with calendar entry for same.

#### **Welfare Exhibit.**

This exhibit prepared by Miss Scheffler with some assistance from Dr. Iben and a few suggestions by me, is, I think, one of the most interesting we have ever put up. It covers 125 years of welfare legislation, showing laws, pictures illustrative of early institutions and institutional care, and a well chosen selection of State publications contributed by Miss Bailey. A list of items is appended for possible future reference.

We are hoping to be able to change our exhibits more frequently in the future. The lists of laws on different administrative subjects compiled for the History of State Departments is going to make it easier to collect illustrative material. Several topics for future displays have been suggested:

The men whose names appear on the cornices of the Archives and Centennial Buildings

"Then and now"--100 years of contrast in legislation, etc.--Centennials

Architect's plans for reconstruction of historic sites and buildings.

Acts relating to the functions of the Secretary of State's offices (historical).

#### **Legislation.**

A dozen or so bills of interest, directly or indirectly, to the Archives Department, including a revision of the State Records Commission Act, were introduced into the General Assembly. Since we have only incomplete information about their passage, a report of this subject will be made next month. I expect also to prepare an article on recent trends in record legislation for an early issue of Illinois Libraries.

Respectfully submitted,

Archivist

mon:lk

## 125 YEARS OF WELFARE LEGISLATION EXHIBIT

- 1819 An act for the relief of the Poor .
- 1819 An Act respecting apprentices.
- 1823 An Act regulating the estates of Idiots, Lunatics and persons distracted and for other purposes
- 1824 Paupers. Photographic copy of a page from the June term, 1824 of the County Commissioners Court of Sangamon County
- 1827 An Act concerning the Saline reserves, a penitentiary and the improvement of certain navigable streams.
- 1839 An Act to establish the Illinois Asylum for the education of the deaf and dumb
- 1847 An Act to establish the Illinois State Hospital for the Insane.
- 1849 An Act to establish the Illinois Institution for the education of the Blind
- 1857 An Act to locate and build an additional penitentiary
- 1863 An Act to incorporate the Springfield Home for the Friendless
- 1865 An Act to establish a Home for the Children of deceased Soldiers
- 1865 An Act to organize an experimental school for instructing and training idiots and feeble minded children of Illinois
- 1865 An Act to incorporate the Chicago Eye and Ear Infirmary
- 1867 An Act for the reformation of Juvenile Offenders and Vagrants
- 1869 An Act to provide for the appointment of a board of Commissioners of Public Charities and defining their duties ...
- 1874 An Act to revise the Law in relation to the adoption of children
- 1875 An Act to regulate the State Charitable Institutions and the State Reform Schools and to improve their organization and their efficiency.
- 1885 An Act to establish and maintain a Soldiers' and Sailors' Home in the State of Illinois ...
- 1887 An Act to incorporate the Illinois Industrial Home for the Blind and make an appropriation therefor.
- 1889 An Act to provide for the location, erection, organization and management of an asylum for Insane Criminals ...
- 1891 An Act to prevent child labor.
- 1893 An Act to provide a State Home for Juvenile Female Offenders
- 1899 An Act to establish the Illinois State Colony for Epileptics and for making an appropriation therefor
- 1899 An Act to regulate the treatment and control of dependent, neglected and delinquent children.
- 1905 An Act to provide for the visitation of children placed in family homes.
- 1901 An Act to establish a home for Delinquent Boys
- 1905 An Act to regulate the surrender, placing and transfer of children.
- 1911 An Act making an appropriation for the Illinois Surgical Institution for Children in the State of Illinois
- 1912 An Act to revise the laws relating to charities
- 1913 An Act to provide for the partial support of mothers whose husbands are dead or have become permanently incapacitated  
1.. when such mothers have children under 14 years of age ...
- 1913 An Act creating the office of State Deportation agent ...
- 1915 An Act for the licensing, inspection and regulation of maternity hospitals, etc.
- 1917 An Act to create a State Farm.

- 1923 An Act to provide for a survey and report by the Department of Public Welfare of the numbers, location and types of specially handicapped children of school age ...
- 1923 An Act to enable school directors and boards of education to establish ... classes and schools for crippled children ...
- 1925 An Act to aid blind students in securing higher education
- 1925 An Act to create, establish and maintain in counties having a population of 500,000 inhabitants or more, a bureau of public welfare, ...
- 1927 An Act to establish and provide for a State reformatory for women
- 1929 CHILD WELFARE. Senate Joint Resolution No. 23.
- 1931 An Act in relation to the founding and operation of research and educational hospitals of the State of Illinois
- 1931 Report of the Committee on Child Welfare Legislation. Feb. 7, 1931
- 1935 An Act in relation to the care and relief of aged persons and providing for burial expenses
- 1938 An Act to provide for the commitment and detention of criminal sexual psychopathic persons.
- 1939 An Act to create the Division for Delinquents
- 1941 House Bill 911. Chronic Diseases among indigents, An Act creating a committee to investigate.

15th General Assembly, Reports. 1846/47.

1 picture of the Alton State Penitentiary (Courtesy of the Ill. Historical Library)

Marshall, Helen E. Dorothea Dix. Forgotten Samaritan. Chapel Hill, Univ. of N.C. 1937.

Library of Congress. Books for the Adult Blind ... 1938-1939

ILLINOIS PUBLICATIONS, DEPT. OF PUBLIC WELFARE,  
IN EXHIBIT CASES OF ARCHIVES MUSEUM

- Ill.--Blind, School for the  
List of books and maps in the Braille notation, 1938
- Ill.--Blind, School for the  
1944 Catalog Braille music books, and maps, Ill. School  
for the blind, Jacksonville, Ill.
- Ill.--Child Welfare, Div. of.  
Directory of child welfare agencies and institutions in  
Ill., 1944
- Ill.--Deaf and dumb, Education of the  
Report: 26th biennial, June 30, 1892
- Ill.--Elgin State Hospital  
The Elgin State Hospital attendant's manual, 1937
- Ill.--Feeble-minded children, Asylum for  
Report: 10th biennial, Oct. 1, 1884
- Ill.--General Assembly  
Illinois Reports to the 15th G.A., vol. 1-2, 1846-47
- Ill.--G.A.--Joint committee on home-finding society  
Report: to 48th G.A., 1915
- Ill.--Kankakee State Hospital  
Reports, 1878-1886
- Ill.--Laws, statutes, etc.  
Children's laws compiled by the Div. of Child Welfare  
rev. to June 30, 1944
- Ill.--Laws, statutes, etc.  
Relief of the blind, 1933
- Ill.--Public aid commission  
The blind assistance program in Illinois ... April 1944
- Ill.--Public aid commission  
The old age pension program in Illinois, April 1944
- Ill.--Public charities, Board of com'rs.  
Report, 1st biennial, December 1870  
Report, 21st biennial, Dec. 31, 1909
- Ill.--Charities Commission  
Report: 1st, Dec. 31, 1910
- Ill.--Public Welfare, Dept. of  
Administrative yardsticks in old age assistance, 1939

- Ill.--Public Welfare, Dept. of  
12th annual conference on delinquency prevention, 1943
- Delinquency prevention: suggestions ... 1941
- Ill.--Public Welfare Dept.  
An experiment in recreation with the mentally retarded. 1932
- Fiscal accomplishments: a retrospect, 1933-1940  
1940
- Foster home care for delinquent boys, by A. D. Kadoch ...  
1941
- The Illinois plan of fiscal control in the Div. of Old  
Age Assistance, by J. C. Weigel ... 1938
- A new day and how to make it. 1934
- Police manual: suggested methods for supervising juveniles.  
1941
- Report: 23d annual. 1940. 25th, 1942.
- Report of the statistician, 1st annual June 30, 1922.
- Annual statistical review: 1940
- Serving the needy aged of Ill., by John C. Weigel, 1938
- Statistical summary for March 1945
- Ill.--Soldiers' and Sailors' Home, Quincy.  
Report: Annual, 1888
- Ill.--State Reformatory, Pontiac  
Report: 3d biennial, 1894-1896
- Illinois conference on social welfare  
Shaping the social conscience of Ill., John C. Weigel, 1935.
- Illinois prison inquiry commission  
The prison system in Illinois ... 1937
- Ill.--Old Age Assistance, Div. of  
Admin. of old age assistance in Ill. 1940
- Ill.--Administration, Board of  
Institution quarterly: v.1, 1910; v.16, no.3, Sept. 1925
- Ill.--Admin., Board of  
Report: 1st, 1910  
Report: 6th & 7th annual rpts. 1915. 2v.
- Ill.--Public Welfare, Dept. of.  
Welfare magazine: v.17, no.1, Jan. 1926
- Ill.--Public Welfare, Dept. of  
Welfare bulletin, v.21, no.1 Jan. 1930; v.36, no.5, May 1945.

# ARCHIVES ACCESSIONS

June 1945.

	<u>Documents</u>	<u>Volumes</u>
Secretary of State		
Index Dept.		
Election Records	125	
Deed Records (2 cases)	10	
State Treasurer		
Bound records 1823-1916		89
	135	89

# **ARCHIVES REFERENCE**

June 1945

## **Routine Departmental Calls**

### **Secretary of State**

Bookkeeping Dept.	16
Corporation Dept.	
Annual reports	90
Index Cards	83
Executive Dept.	
Records of State & County Officers	
Notary Public	4
Official Bonds	1
Trade Marks	9
Index Dept.	
Deeds to State property	7
Election records	45
Enrolled Laws	30
Correspondence	14
Securities Dept.	
Closed Cases	1
General Assembly	10
Insurance Dept.	1
Waterways Div.	
Canal records	4

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**315**

### **Historical, Genealogical, etc.**

Genealogy	21
Historical	
Laws	2
County Commissioners' Proceedings	3

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**26**

### **Mail Enquiries**

Archives Technique	9
Genealogy	11
Historical	3
County Officials	1
Miscellaneous	2

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**26**

**Total**

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**347**

# ARCHIVES CATALOG

June 1945

Catalog Cards*	248
Withdrawals	<u>62</u>
Net	186

\*Checklist entries



# VAULT ADMISSIONS

June 1945.

Dept. of Agriculture	1
Div. of Architecture & Engineering	3
Auditor of Public Accounts	21
Civil Service Commission	3
Illinois Commerce Commission	2
Dept. of Insurance	6
Liquor Control Commission	2
Superintendent of Public Instruction	1
Dept. of Registration & Education	49
Secretary of State	
Court of Claims	1
Executive Dept.	34
Index Dept.	4
Securities Dept.	2
Teachers' Retirement System	1
State Treasurer	24
Div. of Waterways	<u>4</u>
	158

# PHOTOGRAPHIC LABORATORY

June 1945

	<u>Photostats</u>	<u>Microphotography</u>	
		<u>Exposures</u>	<u>Enlargements</u>
Mr. Helm			
Corporation Recording	2		
Mr. Hansen			
*Corporation Recording	236		
Accounting Dept. (for			
Miss Myers)	12		
Addressograph Dept.	29		
Waterways Div.	218		
Index Dept.	12		
Archives	60		
General Library	76		
Exhibit Material for			
Archives		60	60
	645	60	60

\*Part done for Miss Myers while the Addressograph office was being redecorated.

ILLINOIS STATE LIBRARY  
ARCHIVES DEPARTMENT  
Report for July 1945

Accessions.

Both the Senate and the House were very prompt in filing their records at the close of the session, and it is believed that all documents are now over with the exception of bills vetoed by the Governor after adjournment. All documents have been checked in and the bills arranged numerically. Mrs. McFadden has started to type the folders. There were 835 House Bills, 835 House Committee Reports, 671 Senate Reports and two large canvas janitor's paper carts of Miscellaneous records and volumes.

13 documents relating to titles to farm land purchased for the Menard Branch of the Illinois State Penitentiary and Washington Boulevard were filed by the Index Department.

The Court of Claims deposited 8 drawers of Closed Cases, #1660-3387.

Departmental Vaults.

Transfers were made by the State Treasurer, Division of Parks, Department of Registration and Education and Department of Agriculture Division of Livestock Industry.

Visitors

Miss Lilia de Castilho Freiere and Miss Nylce de La Martins of Brazile, on Wednesday July 11.

Dr. Milo Quaife, <sup>creator</sup> of the Burton Historical Collection, Detroit Public Library, Wednesday, July 25.

Staff Work.

I set as my goal for the month the completion of the revision of the History of State Departments through the year 1870. Much of this early work, done a number of years ago, required expansion in spots, particularly on the subject side. Except for odds and ends this section is now revised.

Dr. Ioko Iben was dismissed from the service July 2 as of July 15. Fortunately before he left he had practically completed the work on the Perrin Collection for the period through 1809. A few documents remain to be indexed - for the most part, lengthy documents with a large number of names. His name index slips should be combined and typed, also his calendar typed and perhaps indexed. A reclassification of the documents based on this calendar is now possible. I have decided to drop my work on the History of State Departments long enough to round out Dr. Iben's work on the

Perrin Collection. For the record, he completed calendars for 55 records and made 133 index slips after his last report transmitted to you.

The Perrin documents for the later periods can be treated in a less detailed manner, probably quite a few by catalog entries.

Mr. Wetherbee's absence on vacation for two weeks and Mrs. McFadden's absorption with checking in and filing legislative records have slowed down the filing of corporation reports and the indexing of the census records.

As of August 1, the Corporation Reports are filed part-way through the "West's."

The Peoria County census for 1850 is indexed through page 164-B

Miss Scheffler has spent considerable time on a second floor exhibit "The History of the Secretary of State's Office." She has quite a flair for exhibit work, and it is good for her because it is giving her experience in looking up and handling manuscripts.

She has completed the slips for analyticals for the 1883 General Assembly but I have not yet checked them. We expect to speed up the cataloging by having her type the main entry cards only and to turn the making of secondary cards over to one of the typists. We do not expect to take up series cataloging until fall, not entirely because it is hot work for the summer, but because I want to get some of my own work out of the way first so that I can work directly with Miss Scheffler when she starts this work.

Miss Koval is typing on county Commissioners' proceedings - Bureau County at present. She has several volumes of proof reading read for me.

Miss O'Neill has been compiling a table of contents for session laws prior to 1859 when such tables were printed in the volume itself. Mr. Hansen has photostated the tables of contents from 1859 to 1883 inclusive. These tables of contents, kept in one volume on my desk, save much wear and tear on original volumes.

Mr. Wetherbee, before leaving on his vacation, prepared an exhibit of the "record of the week" which we have left in place because it created so much interest. It is the pardon papers of James Norris who was sent to the penitentiary for the same murder for which Lincoln got his client Duff Armstrong acquitted. Norris was pardoned largely because of the Lincoln connection.

#### Photographic Laboratory

Winfred Helm has been assigned to the Archives as a second

full time photographer. In general he will do the photostating and Mr. Hansen the microfilming, though both will be ready to help or substitute for each other.

The microfilm work we expect to work upon next is to complete the insurance copying of the Enrolled Laws. Just where Mr. Hansen left off I cannot say for the moment, but about 1840. A certification form has been worked out with the assistance of Mr. Vicars of the Secretary of State's office. A copy is appended. We plan to use this at the beginning and end of each roll. The only other form to be used will be the "photographic information" giving roll number, reduction, exposure, placement, remarks, etc. We plan to use 16 mm. film instead of 35 mm. as the single sheets used for enrolled laws are of a size calling for the more economical size roll.

In this connection it may be worth while to consider the storage of this insurance film elsewhere than in the same building which houses the original records. The Recordak Corporation charges \$1.00 storage for 1000 feet per year, \$.06 per foot for positive copies where less than 10,000 feet are on file; \$.05 per foot for positive copies where 10,000 feet or over are on file or where two copies of the same negative are made at the same time.

The photostating project for the year is to exchange copies of missing early imprints between libraries. As a start I propose to have copies made of the three session laws missing from the Archives file - Private Laws of 1827, 1833 and 1837. Two of these are on open shelves in the Illinois Documents Room, the other in the Illinois State Historical Library only. We have the only original printed copy of the House and Senate Journals of the last Territorial General Assembly. The question of exchange of copies should be taken up with the new head of the Historical Library soon after his appointment.

The Secretary of State is getting prices on planograph copies of some of the early session laws, but is not sure he can afford the work this biennium. This matter will probably be decided before we get very far into the copying of these Private Laws which we need for immediate use.

Also we plan to recopy the early indexes to the Enrolled Laws. The original indexes are retained in the Index Department. Our copy is an early sample of our microphotographic enlargement work and not too distinct. This copy will be used in the Archivist's office and the photostatic copy in our Reference Library.

Mr. Blood's article on the Alexander County project has brought favorable comment and requests for duplicate copies.

particularly from Pennsylvania and New York, the forming requesting six additional copies.

Weston's Record reprinted my article on Record Control in the February issue of Illinois Libraries in condensed form under the title "Keeping Records and Keeping Them Under Control." A copy is appended for your publicity file.

Miss Boylan sent translations of pages 118-123 of the Register.

Respectfully submitted,

Archivist.

ACCESSIONS  
ARCHIVES DEPARTMENT  
July 1945

	Drawers	Documents	Vol.
Court of Claims	8		
Secretary of State			
Index Department		13	
General Assembly			
Senate			
Bills		758	
Resolutions		12	
Miscellaneous		7	
Reports		17	
Vetoes		6	
Record of Bills			1
House			
Bills		990	
Committee Proceed.			12
Reports		11	1
Record of Bills			1
	<hr/> 8	<hr/> 1844	<hr/> 15

# ARCHIVES REFERENCE

July 1945

## Routine Departmental Calls

Secretary of State	
Corporation Department	
Annual Reports	106
Index Cards	79

## Executive Department

Governor's Correspondence	1
Land Patent	1
Trade Marks	12

## Index Department

Enrolled Laws	80
Deeds	6
Election Records	15
Correspondence	12
Court of Claims	7
Securities Department	3
General Assembly	38
	<hr/> 360

## Genealogical Historical, etc.

Miscellaneous	3
Historical	3
Genealogy	6

## Mail Inquiries

County	3
Archives Technique	5
Historical	1
Genealogy	2
Miscellaneous	1
	<hr/> 24
	<hr/> 384



ARCHIVES CATALOG

July 1945

Reference File

Checklist Cataloging

Cards typed	231	.
Cards withdrawn		31
	<hr/>	
Net	200	

# VAULT ADMISSIONS

July 1945

Department of Agriculture	2
Division of Architecture & Engineering	2
Auditor of Public Accounts	7
Civil Service Commission	
Illinois Commerce Commission	3
Division of Parks & Memorials	6
Supt. of Public Instruction	2
Department Registration & Education	42
Secretary of State:	
Court of Claims	4
Executive Department	30
Index Department	5
Securities Department	2
Supreme Court	1
State Treasure	22
Division of Waterways	<u>1</u>
	133

PHOTOGRAPHIC LABORATORY

July 1945

	Photostats	Microphotography	
		Exposures	Enlargements
Corporation Department	64		
Index Department	6		
Loan Desk	14		
Miss Skogh	12		
Miss Rogers	60		
Archives Exhibit		46	46
Lincoln Items	84		
	<hr/>	<hr/>	<hr/>
	240	46	46

Mounted 2500 posters for Secretary of State

# PHOTOGRAPHIC LABORATORY

July 1945

	Photostats	Microphotography	
		Exposures	Enlargement
Mr. Hansen *			
Corporation Department	60		
Index Department	8		
Loan Desk	14		
Miss Skogh	12		
Miss Rogers	60		
Archives Exhibit		46	46
Mr. Helm **			
Corporation Department	4		
Lincoln Items	84		
	<hr/>	<hr/>	<hr/>
	240	46	46

\*\* Incomplete

\* Also Mounted 1000 posters for Secretary of State

ILLINOIS STATE LIBRARY  
ARCHIVES DEPARTMENT  
Report for September 1945

Accessions:

The only accessions this month were three files on newly acquired State real estate - 19 documents in all.

Miss Anna Johnson, a clerk in the Department of Registration and Education presented us with a cancelled \$15 State Bank note dated 1843 - the only one we have secured. This will be exhibited soon.

The Adjutant General has decided to transfer all his records prior to World War I to the Archives proper. These records could have been transferred many years ago for they are used only for historical and genealogical purposes. Though fairly well indexed, it has been impossible, especially during the war years, for the Adjutant General to give adequate service on these records. The late Miss Martha Penn who was in charge of these records for many years, strongly urged this transfer upon Generals Black and Taylor, then adjutant general and chief clerk, respectively. These gentlemen, however, felt that giving service on these records was a good will builder for the department and planned vault space for them in the New Armory Building. This space has now not only become inadequate but will have to be partially evacuated when the new addition is erected. Major Snell of the Adjutant General's office, one of the best of the HRS group who was with us for the entire period of its life, urged the transfer of these records to the State Archives and brought over Col. Dayton, the chief clerk, and Miss Graham, chief file clerk, to discuss this with me. Col. Dayton informs me that the records are being re-inventoried and prepared for transfer. If Major Snell is in charge of the transfer, as I anticipate he will be, the records will come to us in good order so that we can give service on them almost immediately.

We also discussed the problem of caring for World War I records. The two bays assigned to the Adjutant General are entirely inadequate and are equipped with the wrong kind of filing cabinets shelving being needed at least in part. Without saying anything to them, I suggested to the Assistant State Librarian that we might be able to exchange shelves for these correspondence size filing cabinets. Miss Graham later said she felt that the use of these records would be too great to make it practicable to make necessary trips to the Archives to consult them. To this Col. Dayton objected that they cannot find room for them in the Armory. I suggested the possibility of keeping some of the records on microfilm. After a demonstration and further discussion, Col. Dayton thought that would be practicable for them. Later he phoned me that they are now considering asking us to keep the originals somewhere in the Archives Building, using microfilm copies for office

use. Gen. Boyle feels that the original records should not be destroyed for the present at least. I suggest that Departmental Vault 11 West be tentatively reserved for the Adjutant General. When and if the Adjutant General requires part or all of this vault, we can arrange for a formal allocation by the Secretary of State.

On September 26 Colonel Dayton again phoned me, this time about Selective Service Records for World War II. He had mentioned these in a previous interview, saying that General Boyle thinks the records for men still of Militia age (18-45 years) will have a certain military value in recruiting for the National Guard, but that he is not interested in the records for the 45-65 age group. Selective Service also addressed a letter to the Governor asking if the State wishes these records. The Governor seems to have circularized the Code Departments on the subject and to have received replies indicating that the Insurance Department is interested from an actuarial point of view, the Department of Public Welfare thinks they are of great sociological value, and the Department of Labor is interested from the point of view of labor statistics. All recommended retention because of their socio-historical value. Colonel Dayton has no idea how bulky the records are, but since there are 2500 draft boards in the State and 900,000 men actually inducted from Illinois, he estimates there must be between three and four million questionnaires at least. I told him that we would be definitely interested in the records, but that at present we have no equipment and might have to keep them boxed and in dead storage temporarily. (We have two empty floors in the Archives proper which ought to accommodate the records. We have close to a million corporate records which occupy about three-fifths of one level. These new records would be packed more tightly than the Corporation records because we would not have to allow space for expansion). Colonel Dayton seemed to think that preservation of the records was the primary objective and that because of their bulk the State would be lucky just to find storage. He is to have the Selective Service Board contact us directly to give us a more adequate idea of what they propose to transfer.

I asked Colonel Dayton whether, if it should be ascertained that microfilm copies could be substituted for the originals, the Adjutant General's Office would subsidize that work. He replied that for records of interest from a Military standpoint only he was sure this could be arranged, but that in so far as the need for retention is the concern of other departments, also he was sure the Adjutant General could not bear the expense. This is a purely academic question at this stage, however.

There is one other prospect for an accession. In discussing equipment problems with Supreme Court Clerk Searcy recently I was able casually to suggest that perhaps the territorial court records might come to the Archives, since they are lost in the Clerk's office periodically. Mr. Searcy replied that it is surprising how frequently it is necessary to go back even into territorial days for court records, but that he was inclined to believe that such valuable records

should be in our custody. He said, "I'll think about it - I believe they should be transferred to you; I don't see why we cannot use a photostatic copy." I shall not urge him because I believe he will temporarily forget the suggestion and suddenly think of it as his own idea. I am hopeful of getting these and perhaps some other court records, because Mr. Searcy seems very sympathetic towards the Archives.

### Departmental Vaults

The State Treasurer and the Supreme Court are taking bids for additional equipment for their departmental vaults. The State Treasurer is working through the State Architect's office, using our specifications. At my suggestion the Clerk of the Supreme Court also consulted the State Architect. The last I hear, however, he had about decided the most satisfactory thing to do would be to order Y & E files to match those already purchased by his office. Those original files met our specifications. Coe's bookstore handles this line and their representative is Jack Laws with whom I have been acquainted since purchasing the vault doors used in the Centennial Building from him over twenty years ago. He has asked me for full details as to our objectives in writing the filing specifications, and I believe will see to it that the new files are satisfactory. I anticipate six months to a year for delivery, based upon conversation with representatives from several equipment companies.

The Operators' License Division of the Automobile Department has been authorized to use the West Vault on Level 11 temporarily. As soon as the 1945 license applications have been filed the old records can legally be destroyed. Meantime space has to be found for both old and new records also for extra file clerks. I explained to Mr. Eignus that this vault has been assigned and that it may be necessary to oust him on short notice. Mr. Eignus is very cooperative in his attitude and is keeping the files at one end in two bays. I do not think we shall have any trouble about losing the vault permanently.

### Microphotography

In addition to the Adjutant General I have been consulted by the Commerce Commission with reference to the practicability of microfilming their case files. Although no names were mentioned, it is obvious that it is the Remington Rand Company, which sold one of the Commissioners on the idea. It is most unfortunate that this company is letting its uninformed representatives make the impossible claims they are making as to what their machine will do. For instance, they claim that any operator can copy 3000 pages per hour. You could copy 3000 pages of an unbounded printed book of uniform density in one hour, but Mr. Hansen says that six thousand pages a day of miscellaneous folded or bound material is about the best he has

been able to do after nine years of experience. I am constantly being confronted by this delicate problem of how to refute wild claims without knocking the company. Remington Rand has a machine that can do certain things better than any other machine on the market, but they do not seem to have informed their representatives as to what the machine can and cannot do. To tell State departments as they have, that their machine can do everything that any machine can do, but that "you cannot copy anything wider than 1 1/2 inches and you have to take bound books apart to copy them" is an inexcusable inaccuracy.

The chief clerk of the Commerce Commission sent his two head file clerks, Miss Decker and Mrs. Knapp to ask my advice. I analyzed their problem for them. It seems the Commission has approximately 45,000 cases files, each ranging in bulk from a thin folder to several drawers, and in size from huge engineering drawings to small forms. These records are now stored on the sixth floor of the Centennial Annex which is now filled to capacity. Because of the active nature of these files, even of so - called closed files, and the necessity for access to them at all hours of the day and night, it has been found impracticable to keep these records in their Departmental Vault in the Archives building even if that were large enough. Furthermore, these files have to be taken back and forth between Springfield and Chicago for Commission hearings. A reduction of bulk by microphotography would seem at first thought to be an ideal solution. Particularly microphotography would insure against their problem of mislaid and stolen documents. There are two features of the manner in which these records are used which would seem to render microphotography impracticable. First, there is the difficulty of acceptable certifications of the film because of the necessity for frequent interpolations of new material; and second, the impracticability of lugging a reading machine to court and to the various offices in which the files have to be used. The danger of mutilation of the film through careless handling and deliberate action are further deterrents. The microfilm company had suggested making enlargements as the solution, but the cost would be prohibitive. Also they did not explain that while enlargements can be made in their reading machine (or any other, for that matter), the process is slow, and requires darkroom equipment. I tried to explain all this and the girls said they thought I was probably correct in concluding that microphotography would have a definite value for these records from an insurance angle but that the records should probably be preserved in their original form, and would probably have to be used in that form. They suggested that the Commerce Commission invite me to appear before it to answer questions upon the subject. I doubt if anything comes of the project, but give a detailed statement so that the Assistant State Librarian will have a background knowledge of the problem in case she also is approached upon the subject.



## Archives Building

The offices at the west end of the second floor are being redecorated. I have moved temporarily into the Emerson room on the first floor. A certain amount of time has been lost in running up and down stairs, but the inconvenience has been relatively slight.

The Drivers' License Division files and personnel moved out of the east end of the Public Catalog Room on September 14.

## Staff Work

The archivist worked about half time on the History of State Departments. This rechecking is taking longer than was anticipated so must from now on be worked on at intervals between other projects.

The typed transcripts of county commissioners' records for Clay Co. (Vol.1, 1825-41) and Clark Co. (Vol.1, dates not at hand) have been proof-read. Miss O'Neill is working on Clinton Co. and Miss Koval on the second volume of Clay Co.

Dr. Iben had finished writing slips for names in the Perrin Collection through the Indiana period but had typed only a few of the 15,000 cards before he left. When I looked them over preparatory to giving them to a typist to copy I realized that his abbreviations and the numerous French names, all in his almost illegible handwriting would require close and careful editing before they could be copied. It seems probable that it will be just as quick for me to type the cards as to edit them for someone else to type. So far I have typed only perhaps 150 cards so will not report statistics until we are ready to file the cards.

Miss Scheffler took one week of her vacation beginning September 17. She prepared the exhibit on the Proposed State Building Program, and has been reading proof on secondary cards typed for her by Miss O'Neill. Her statistics again do not reflect the quantity of work in progress. After our vacations are over I expect to get Miss Scheffler started on series cataloging, probably working about half time on this myself. She has also refiled the name index thru G and, with Miss Koval's assistance, done the preliminary filing on 1850 census cards, previously kept in a separate file.

Mr. Wetherbee and Mrs. McFadden are indexing the Peoria County Federal Census of 1850 as their reference room work. About 3000 cards have been written and work has progressed to page 218A. Since suspension of gas rationing we have had a horde of visitors. A number of them ask questions about our work and ask to be shown the vault and to have microphotography explained. This is intangible when it comes to reporting statistics, but time consuming.

Mr. Wetherbee has been reading proof on some House and Senate Journals typed some time ago. He is next going to put Mr. Blood's inventories of Pulaski and Alexander County microfilms into final form and get the catalog entries ready for the catalog. This work was practically finished before Mr. Blood left, all checking of films finished, but needs a little editing and supervision of typing of catalog entries.

Mrs. McFadden is still working on the folders for the General Assembly records for 1945.

#### Recommendations re New Staff Members

The two most urgent needs for the Archives are bibliographical and filing personnel. It is going to take time and more than one person to bring our cataloging down to date, especially with the expected new accessions. Even more important is the compilation of indexes to names - not merely to list the names but to digest the biographical information to be found. Dr. Iben did the most difficult part of the work on the Perrin Collection, but completed only two of about ten or eleven drawers of the material. I hardly know what type of person to suggest for this work. Bibliographical training is desirable, also a nose for history. A library trained person will be bored by the monotony of indexing, an historically trained person will lack bibliographical experience. Perhaps a first year library school student with a college major in history would do. I would suggest the title of manuscript assistant and try to get someone interested in the general field of manuscript curatorship.

We greatly need a file expert on the staff - not only a person to do the rather elaborate filing of the corporation records, but a person who has had training and experience in the theoretical side of analyzing filing needs. Last year when Civil Service Commission searched for someone in the State service to give a course on filing they found not a single trained file clerk in any department. We are frequently called upon for advice about organizing filing systems, and while I can advise in general terms I always recommend turning to the professional filing analysts on the staffs of companies like Remington Rand and Shaw Walker. Many departments have hired such persons. This work is very expensive, something like \$25 a day. Many departments do not need such extensive or expensive assistance. It would be fine for the prestige of the Archives if we had some one we could loan for a day or a week to make suggestions. We have enough work right here for a full time file clerk.

While these filing experts are highly paid, the work is very strenuous and requires too much traveling to attract some students. I would suggest that you discuss the possibility of picking up one of their graduates with Miss Lavendar of Remington Rand (she gave the civil service course

last year) and Miss Bertha M. Weeks, Director, Chicago Bureau of Filing and Indexing, 25 East Jackson Boulevard, Chicago 4. Since the term "filing clerk" connotes a non-professional person, I suggest the title "Records Coordinator." That term is used in Washington to denote the principal records officer for a department, but it is a not inaccurate description for the type of professional filing expert I have in mind.

Incidentally the annual Mid-West Filing Conference is to be held at the Palmer House on Friday October 5. I do not expect to be in Chicago next week, but will attend if I should happen to be in town. If you are there you might arrange to attend.

### Exhibits

Two new exhibits were installed during the month. The large one is an exhibit of postwar building plans of the State, not only for Springfield but elsewhere. Illustrations from the report of the State Planning Commission, a Springfield newspaper feature section, etc. were used. The architect's plan for the first floor of the completed State Library Building is also shown.

Mr. Hansen planned and executed as his "record of the week" exhibit an answer to some of the technical questions people have asked him about microphotography. On the first shelf he shows a positive and a negative photostatic copy of a document. On the second shelf he shows a frame of positive and negative film, beside which are positive and negative prints of four sizes from contact to about half the original. His label reads: Original Record 18 X 24, microfilm copy 1" X 1" or smaller. On the third shelf he shows a volume the size of the original, with a roll of film, also samples of film before and after processing, also enlargements to full size of the original. The bottom shows enlargements to full size of the original. The bottom shows enlargements to twice and four sizes of the original. Mr. Hansen says more people express scepticism about the possibility of reading back copy from the film than anything else. This exhibit has elicited so many inquiries about microphotography from our visitors that we have left it up all month. It will be helpful in lectures and demonstration work later.

We have also experimented with the use of the Photographic Laboratory's lettering board for quick making of exhibit signs. A sign can be set up on the board and photostated in a matter of minutes. While less artistic perhaps than a hand lettered machine it gives quick results when necessary. We have offered to make signs that way for Miss Kissinger or others.

### Photographic Laboratory

Mr. Helm assisted in some book shifting in the Centennial Building the earlier part of the month. He is photostating the Lincoln collection with a view to binding. Mr. Hansen made a copy when we first got the PhotoStat but it was not satisfactory. Next I plan to have Mr. Helm copy the following

session laws in the Illinois Documents Collection: Private Laws of 1827; Private Laws of 1833; Private Laws of 1837. The Library's only copies of these rare volumes are on open shelves in the Illinois Documents Room. Mr. Hansen is microfilming the Enrolled Laws, also unfolding them and putting them in new folders as he goes along.

Normally Mr. Helm does the photostating and Mr. Hansen the microfilming, though each is supposed to be able to do either kinds of work. I do not believe <sup>Mr. Helm</sup> ~~he~~ has had time to get much practice with the Recordak as yet as both men have been quite busy since Mr. Helm reported back to the Archives. Mr. Helm has also done quite a bit of special photographic publicity work for the Secretary of State. Both men have helped the Art Department get out certain poster publicity for Mr. Barrett.

Respectfully submitted,

Archivist

**ARCHIVES ACCESSIONS**  
**September 1945**

**Secretary of State - Index Department**

**19 Documents**

**Deed Records, 3 cases**

Archives Reference  
September 1945

Routine Departmental Calls	
Secretary of State	
Corporation Department	
Annual Reports	172
Index Cards	83
Court of Claims	2
Executive Department	
Criminal records: Warrant	1
Trade Marks	10
Index Department	
Deed Records	3
Elections	7
Enrolled Laws	27
Correspondence	20
Securities Department	16
General Assembly	12
	<hr/>
	353
Historical, etc.	
Historical	2
Genealogy	4
Federal Census	3
State Census	
Mail Inquiries	
Archives Technique	1
History	3
Genealogy	5
Miscellaneous	3
	<hr/>
	21
	<hr/>
	374

ARCHIVES CATALOG  
September 1945

Reference File

33d General Assembly, 1883

Analytics

384

# VAULT ADMISSIONS

September 1945

Auditor of Public Accounts	. 15
Civil Service Commission	3
Commerce Commission	2
Dept. of Insurance	4
Supt. of Public Instruction	1
Dept. of Registration & Education	39
Secretary of State	
Executive Dept.	13
Index Dept.	6
Securities Dept.	3
Teachers' Retirement System	1
State Treasurer	<u>17</u>
	104



PHOTOGRAPHIC LABORATORY  
September 1945

	Photostats	Microphotograph Exposures
Corporation Department	100	
Index Department	6	
Reference Department	21	
Lincolniana	120	
Enrolled Laws		3250
Boxes 96-110	<hr/> 247	<hr/> 3250

ILLINOIS STATE LIBRARY  
ARCHIVES DEPARTMENT  
Report for October 1948

Accessions:

The Index Department of the Secretary of State's office transferred the following records:

Enrolled Laws, Sessions 1941-43 sessions, inclusive.

Box 556-580. 5 drawers

Leases, 1937-42. 4 drawers

Box 68-82 inclusive (Box 74 in 2 parts)

Bonds of State and County Officers

Box 41 County Clerks 1927-38

Box 33 County Clerks 1938-42

Box 40 State's Attorneys 1924-36

Box 73 County Recorders 1935-43

Box 77 Circuit Court 1936-43

Box 65 State Officers 1936-37

Box 90 State Officers 1938-39

Election Records. 1 box

Calls for Conventions. 1948

Title records. 2 documents.

Correspondence pertaining to Bishop Hill Memorial  
State Park. 1948

The State War Council which is dissolving, is preparing to transfer its records to the State Archives. We will get some good steel files - at least half a dozen - with their records. Nothing further has been heard from the Adjutant General's office but is expected that it may take considerable time to prepare them for shipment. They have officially been promised us.

Departmental Vaults.

Authorizations for routine transfers were given to the State Treasurer and Department of Registration and Education.

Visitors.

The National Park Service Town of Springfield, a group of about 75 persons from St. Louis, sponsored here by the State Museum, came through the building Sunday afternoon October first. Mr. Wetherbee conducted them through the building in the absence of the archivist on vacation.

The archivist conducted a dozen or more members of the Illinois State Historical Society through the Archives Building after the tea at the Mansion. I had not realized that the Society had not met in Springfield since the

dedication of the Archives Building or I would have suggested including this on the program. A number of members of the Society told me they were disappointed not to have seen the building.

### Illinois State Historical Society.

I attended part of the sessions of the Society which met here during my vacation, using my car to take members to New Salem and on sight-seeing tours to Lincoln shrines and other parts of the city. Miss Scheffler served as one of the hostesses at the tea at the mansion. This was done on her own time after her office hours.

### Archives Building.

The second floor west is still torn up on account of redecorating. The archivist's office is done in a soft dark gray upper part, chalk which woodwork and ceiling with a coral lining to the book shelves. The other two offices are to be in two tones of a soft bluish green, the woodwork matching the steel furniture. The archivist is using the Louis L. Emerson room temporarily for an office.

The Conference Room was used Oct. 15 by the State Nutrition Committee. The In-Training Course on elementary library science meets weekly in the Conference Room on Tuesday evenings and the course of book reviews in the Archives Reference Room the same evenings.

### Correspondence with Mr. Sen, Archivist for India.

Mr. Sen has been placed on our mailing list to receive copies of Illinois Libraries and has solicited an article from us.

### Vacations.

Miss Scheffler took the second week of her vacation the week beginning October 15; the archivist took her vacation the first two weeks in October.

### Staff Work.

Miss Scheffler has been filing in the Name Index this month since her desk has not been available on account of the painting being done upstairs. She reports that she typed some catalog cards but cannot get to them to give a report. She has been incorporating the 1880 census index cards into the file, and has finished doing this through the letter "Q".

Mr. Wetherbee has spent most of his time the last month taking care of new accessions - unfolding, shifting, etc.

He reports that we are in "desperate need of more legal size folders." A request for an order was filed some time ago and presumably will be received in due course. The reason why we seem suddenly to be using vast quantities of folders recently is due partly to the expansion in the Corporation reports and the necessity for replacing worn-out folders in that file, but largely it is due to the fact that as Mr. Hansen unfolds the Enrolled Laws to microfilm them he puts them in folders instead of refolding them. Beginning with 1945 all enrolled laws are to be kept flat filed in folders prepared by the Index Department.

Miss Koval and Miss O'Neill are typing on County Commissioners' Records. Report is made on this as the volumes are completed and proof-read.

Upon my return from my vacation I started to edit Dr. Iben's name index slips for the Perrin Collection. He had written the slips but had not combined them nor decided upon which spelling to use in filing French names, and of course he had not made the cross references. His handwriting is, to put it mildly, illegible. Ninety per cent of his slips need only minor editing aside from deciphering French names. The court records he had difficulty with, because he was translating legal technicalities from one foreign language to another foreign language. His phraseology is frequently ambiguous which means the original records will have to be checked. It seems that the quickest and most satisfactory method of preparing this file for the name index is to type straight through the alphabet myself, editing as I go. I am keeping Dr. Iben's slips with my copy, and when I have finished the typing I will resort the handwritten slips by Perrin number so that I can easily pick up all the questioned matters. At this time also I should retype the calendar and make an index to it. At present the cards necessarily use Perrin index numbers for identification of the document. Since Perrin's classification was non-existent, scattering documents which belonged together through the entire file, I hope to reclassify the documents and to work out a classification code number to be added to the cards.

Typing constantly I have been able to copy the cards from A - C, about 1400 cards or approximately one-fifth of the slips in two weeks. I estimate that it will take all winter to round out Dr. Iben's work. I shall probably not make as good progress after I return to the second floor, because the typewriter desk in the Emerson room is more comfortable than any facilities I will have upstairs. I may decide to stay in the Emerson room until this job is completed, otherwise I shall have to work at Dr. Iben's former desk in the inner office.

The index of the 1850 federal census for Peoria County has gone slowly because of frequent use of the machine for geneological research and the fact that Mr. Wetherbee has been doing other work. Page 242 A had been reached and 1932 cards made. This will be reported statistically after the county has been completed.

Respectfully submitted,

Archivist

**ARCHIVES ACCESSIONS**  
**October 1945**

	Drawers	Boxes	Documents
<b>Secretary of State</b>			
<b>Index Department</b>			
Enrolled Laws, 1941-43	5		
Leases 1937-42			
Bonds of State and County	4		
Officers, 1927-43			
<b>Election Records</b>		1	
<b>Title Records</b>			2
	9	1	2

**REFERENCE WORK**  
**Archives Department**  
**October 1945**

**Routine Departmental Calls**

Secretary of State	
Automobile License	2
Corporation Department	
Cards	66
Reports	127
Court of Claims	2
Executive Department	
Criminal Records: Warrants	7
Notary Bonds	3
Trade Marks	10
Index Department	
Title records	2
Elections	70
Enrolled Laws	33
Municipal Census	2
Correspondence	3
Securities Closed Cases	9
General Assembly	39
Public Instruction	1
	<hr/>
	378

**Historical, Genealogical, etc.**

Historical	12
Genealogy	
Federal Census	18
State Census	17
	<hr/>
	47

**Mail Inquiries**

Historical	6
Genealogy	8
Archival	4
Miscellaneous	1
	<hr/>
	19
	<hr/>
<b>Total</b>	448

**ARCHIVES CATALOG**  
**October 1945**

**Work in Progress. No Statistics**



**VAULT ADMISSIONS**  
**October 1945**

Department of Agriculture	2
Auditor of Public Accounts	22
Civil Service Commission	4
Illinois Commerce Commission	5
Department of Insurance	6
Supt. of Public Instruction	1
Department of Registration & Education	50
Secretary of State:	
Court of Claims	3
Executive Department	24
Index Department	1
Securities Department	3
Shipping Department	2
Supreme Court	2
Teachers' Retirement System	2
State Treasurer	21
Division of Waterways	3

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PHOTOGRAPHIC LABORATORY  
October 1945

Photostats

Microfilm  
Exposures

Corporation Department

Recording	114	
Lincoln Records	35	
Title Records for Department Public Welfare	61	
Index Enrolled Laws	58	
Enrolled Laws Box 110-136	<hr/>	<hr/>
	268	6000
		6000

## ILLINOIS STATE LIBRARY

### ARCHIVES DEPARTMENT

Report for November 1945

#### Accessions.

The only accessions were three deed records, filed by the Index Department of the Secretary of State's office.

#### Departmental Vaults.

Transfers were made by the Department of Registration and Education and the Liquor Control Commission.

#### Archives Building.

The Illinois Documents Department was ordered to vacate the first floor of the Archives Building to make room for the new Automobile Insurance Division of the Automobile Department which has to be adjacent to the Drivers' License Division. The books have been moved to the 8-10th levels, the old stacks from the first floor being recreated on the 8th level. Books and pamphlets were temporarily packed in cartons. Moving took place during the week beginning November 12. I worked with Miss Bailey most of the week, helping to pack. Mr. Wetherbee has moved into the Emerson room. Miss Bailey and Mrs. Dirksen have been assigned desks in the second floor "archivist's workroom".

The redecorating of the second floor offices which was spread out over a period of two months was finally completed and we reoccupied the rooms beginning Monday November 12. The "Secretary's Office", and the "Archivist's Workroom" were painted in two shades of green, the Archivist's office a soft dark gray with white woodwork and panelling, the interior of bookcases and a stripe in the cornice being coral to match the coral leather upholstered chairs. Ceilings in all three rooms were painted dead white which markedly improved the lighting of the rooms, but did adversely affect the sound-deadening of the acoustical plaster.

There has been a considerable reshifting of furniture in connection with the moving, some of our steel desks having been taken to the Centennial Building Catalog Department and elsewhere in the State Library. Release of these desks materially aided the furniture problem for the staff expansion in connection with the Demonstration Library project.

The Conference Room on the second floor and the Archives Reference Room continue to be used every Tuesday evening for the University of Illinois Library Extension Courses. The second floor Conference Room was also used on November 21 for an all day "Acquaintance Day" program. All division chiefs discussed the work and records under their supervision, for the benefit of the new staff members. All felt the meeting very stimulating and a number of old staff members have expressed a wish to have heard the discussion since none of us knows all we should about what the rest are doing. I wish these talks could be reduced to writing and published as a sort of staff manual.

New portraits of Secretaries of State Rowe and Barrett were hung in the Conference Room on November 29.

#### Staff Work.

I attended the ninth annual meeting of the Society of American Archivists, held in Indianapolis November 6 and 7, and the meeting of the American Association of State and Local History held immediately following on November 7 and 8. This meeting ended my second term of office as President of the Society of American Archivists. A report on this meeting appears further on in this report. My absence attending these meetings followed immediately by the physical reorganization involved in moving back to my office after two months of living in cartons, plus the moving of the Illinois Documents Department curtailed my regular work.

However, I have now typed the Perrin name index slips through the letter G which is somewhat more than one-third of the total. Approximately 2600 cards have been typed.

Miss O'Neill has been loaned to the Catalog Department since November 19. Miss Koval is continuing with the typing of county commissioners' proceedings. Mrs. McFadden is still typing folders for and unfolding the 1945 legislative records. Mr. Wetherbee is still proofreading the indexes to the early House and Senate Journals typed a couple of years ago.

The Peoria County federal census of 1850 indexing has advanced to page 269b, approximately 2275 index cards having been made since the last report. We could go faster on this if we had another reader; our reader is in almost constant use for looking up information in the as yet un-indexed portions of the census.

Miss Scheffler is now making analyticals for the 34th General Assembly of 1885. Miss O'Neill has not completed typing cards for the year 1883. The 1850 census cards have been incorporated into the name file and the refile of the same index has progressed through the letter "U". 331 guide cards were added and 245 Cross References made.

No exhibits have been put up this month, but the weekly "Record of the Week" exhibits will be resumed now that the staff has once more settled down at their own desks.

#### Photographic Laboratory.

As will be noted in the statistics, considerable work for the Secretary of State's office was done during the past month, involving some overtime while I was away. Mr. Helm has also done considerable regular photographic work for the Secretary of State, and has been detailed for a number of non-photographic jobs about the State Library. In fact, although he has been on the Archives staff since July first, he has not yet completed the first assignment I gave him; namely, the copying of the Index Department's index to the enrolled bills transferred to us this summer. I wish there could be some more effective system of letting me know when he is assigned work that takes him out of the Archives Building. I never know whether he is going to be there when I accept photostatic work to be done. On at least one occasion he went out of town to do something for Mr. Barrett and I did not know of his absence. I see him going into or coming out of the building with his hat and coat on at odd hours. He is usually carrying his camera so I assume he is on duty. At other times I have asked Mr. Hansen where he is, to be told, "He hasn't been here since early this morning--Miss Rogers called him over to do something in the Centennial Building". I am not accusing Mr. Helm of getting out of any work. We all know he is versatile and dependable and that everyone calls for his services when they want things done correctly. I also realize that probably the Secretary of State considers it none of my business when he calls upon Mr. Helm. But it does have an adverse affect upon morale of the office when the person presumably his supervisor seldom knows where he is or what he is doing.

#### Repair Work.

Sometime ago you instructed me to start Mr. Helm on repair of documents, and Mr. Helm thought that would be very interesting. However, we have never received one of the ingredients for making the paste--namely the formaldehyde. We can use the Cico paste made commercially, or at least some years ago we used it successfully. All other commercial pastes we have tried, particularly library paste, leave a white smear, also dry out too much.

I again discussed the laminating method with persons at the convention. While several more have ordered the Barrows machine, some others, New York Historical Society and Mr. Eddy, Archivist of New York, for example, are skeptical about the use of cellulose acetate. The accelerated aging test merely tests for brittleness but may not show

chemical reaction over a period of time. We all know what happens to acetate rayon when it is stored in paper sacks--so much so that the dry cleaning industry runs advertisements warning customers to remove garments from the bags. I asked Mr. Barrows about this and he replied that the sulphur in cheap paper does have a chemical reaction on acetates, but that if you neutralized your paper by an anti-acid bath such as he recommends you need have no fear. Since documents in the most fragile condition presumably have the most acid and cannot be handled enough to permit such a neutralizing process, what have you?

I discussed this question with Mr. Runyan and he has somewhat the same fears that I have. He says the performance of cellulose acetate during the war indicates that the claims made as to its durability are dubious, so much so that the Bradford Smith Company has recently taken on a plastics expert to experiment along these lines. I am not sure that Mr. Runyan is not confusing cellophane, which we know from our own experience here becomes brittle quickly, with cellulose acetate; on the other hand, I am not sure that the two plastics are not basically the same. Mr. Runyan is going to discuss these points with his expert.

Last week a salesman for the Federal Electric Company, Inc. of Texas came in to request us to experiment with Fedelco Liquid Plastic Coating, a vinol resin plastic. This particular plastic was developed during the war for use in preventing corrosion of war products, chiefly metals. His company has been using this plastic experimentally for the preservation of documents. The advertising literature Mr. H. C. Kendall left states "Its amazing properties, resistance to mineral acids and alkalis or their salts, its dielectric qualities, its opposition to vapor permeability, and its non-contaminating features--all mean practically permanent protection from corrosion." The plastic is applied either by spraying or by dipping, which would be an advantage over the laminating method because of its simplicity. The sample he showed me was of a very torn and crumpled newspaper clipping which he had dipped in the solution. This appeared to be very tough, very transparent, but it had markedly thickened the document. The plastic "sets" in about an hour. Mr. Kendall claims that there will be no subsequent "bleeding" or stickiness. He sent me a sample but I have not had time to open it. One thing which would seem to rule it out for document work is a statement on the can "Inflammable Mixture." I have written to Mrs. Minogue of the National Archives to see what she knows about vinol resins as a possibility.

I still feel that the solution to our repair problem will be a plastic of some kind, but still am dubious about what will be successful.

Meeting of the Society of American Archivists.

The morning session the first day (November 6) was a free-for-all discussion on "Archival Equipment and Storage". As anticipated, we got nowhere in particular with it, except that it gave a good cross-section of opinion on the perennial debate between vertical filing in cabinets versus pasteboard or other cartons. As Mrs. Laddy Gambrell of Dallas Historical Society, Texas, pointed out, small pasteboard containers were discarded as obsolete by commercial firms years ago, yet some of us are proposing to return to them. The arguments for vertical files are cleanliness, compactness, ease of reference. The arguments for small containers are saving of space wasted in headroom (not proved to my satisfaction), flexibility as to size, ease of production for patron use, and relative cheapness. I still believe in the correctness of my decision to abandon messy small boxes which were always getting broken, impossible to keep clean, for our filing cabinets. Incidentally, Mr. Ackerman of Remington-Rand tells me that there is an engineering model about ready for production, which swings the upper drawers down to waist level on side arms very much on the principle of flour bins in kitchen cabinets. If so, that would permit elimination of waste room and ladders. I did not mention this in the discussion because I was not giving Remington-Rand a "plug" for something which may or may not come out soon.

Colorado reported the use of a special table made by the Eaton Metal Company which could be raised or lowered mechanically and onto which the drawers could be slid from filing cabinets. It sounded clumsy and would hardly overcome the lifting of the heavy weight of removing the drawer from the cradle suspension.

The luncheon session was an address by Eli Lilly, President of the Indiana Historical Society on "A Delaware Archivist--the Walam Olum". This was a very interesting story of research on the origin of the American Indian and particularly of the supposed migration across the Aleutians. Language similarities between Chinese and Delaware ideographs were illustrated on a blackboard.

The afternoon session was given over to a discussion of two proposed manuals for records. Philip Brooks of the National Archives discussed a manual he is preparing under the auspices of the Public Administration Service of Chicago. This manual is being prepared for administrators at the state level. Unfortunately Dr. Brooks has had no state archival experience so I suspect it will have a distinctly national archives slant. Dr. Brooks is a very capable person, however, and I know of no one better equipped to do the work. By the way, I also now have an outline of Miss Chatfield's

course on record administration, which would have been useful in preparing my own course last year. I do not think I would change it much now except in detail. She has promised to contribute along these lines to Illinois Libraries some time in the future.

Mr. Harold S. Burt circulated a proposed outline for a local officials manual. This outline was almost word for word a copy of an outline for such a manual that I proposed several years ago. Aside from this outline and the collection of a few articles, chiefly from Illinois Libraries, Mr. Burt seems to have done nothing towards the compilation of the manual. This was a great disappointment to me because I thought he had had the widest experience of any of us in the local record field. Apparently he is not a man with much initiative. I hope someone else will go on with it. I do not now believe him capable of compiling this badly needed manual.

The first Council meeting followed. Naturally I am not at liberty to divulge the discussions held in this closed meeting. The two major items, however, concerned the resignation of Professor Pease as Editor of the American Archivist and the decision to appoint a committee to find an editor; also the report of the joint committee on interns.

The preliminary report of the joint committee recommends that a foundation be approached with a proposition to create twenty one-year fellowships for graduate students in the field of manuscript, archival and museum curatorships, giving them an opportunity to be sent to the outstanding institutions for observation, study and experience. It is my understanding that the councils of the two associations in later meetings took no definite action unless to appoint a new committee. The new president Selma J. Buck and I had a heart to heart talk about it and he feels as I do that the whole idea shows "fussy" thinking. He says no foundation would consider the proposition in its present form for an instant. I told Dr. Buck about the high-handed manner in which a certain group took over the work ignoring the president's appointments to the committee and practically ignoring Bertha Josephson the original proponent (though I don't think she realized it), and have produced this report. I suspect a certain person, at present rather insecurely perched, of trying to maneuver himself into a good paying job to act as executive secretary for the group. Personally I doubt the necessity for independent archival training programs now that we have the courses on archives at American University and on historical societies at Columbia. To be sure, the American University courses at present have too much the National Archives slant and Dr. Hall who gave the work at Columbia is dead. However, there is no reason why the state angle cannot be injected as was done at the short course given jointly by American University and the



Maryland Hall of Records last summer. Several persons who took the work there have reported very enthusiastically on the practicability of this course. I want to keep you informed as to training developments for I think Illinois is still quite definitely in the archival training picture.

Mrs. Lovejoy of North Carolina wishes to spend several weeks with us sometime this winter and when Miss Pierson of Indiana heard us discussing it she said she would try to arrange to come at the same time.

The dinner meeting on Tuesday was a report on the Archives of Enemy and Occupied countries. Dr. Buck presided. Mr. Holmes of the National Archives led off with a formal paper on what the National Archives did. Then Capt. William McCain of the Mississippi Archives who had been sent to Italy to do what he could to preserve the archives gave a very witty and frank report. He was bitter about the indifference of the Monuments Preservation Commission towards manuscripts and archives, but very enthusiastic over the work of Mr. Be, the Archivist of Italy. The latter, by the way, was elected to honorary membership in the Society.

The annual business meeting followed. Dr. Solon J. Buck of the National Archives was elected the new president.

On November 7 the morning session was devoted to the topic "War Records and Reconversion". This session was definitely too long and too heavy--four formal papers. Because of the short time in which to prepare the program the program chairman invited four persons expecting some refusals, but all accepted. Since these papers will be printed; I will not attempt to discuss them. They raised a point in my mind--just how much practical experience with archives have some of the staff of the National Archives had as a background for the appraisal of records with which they have been entrusted?

Commander Leahy who was Naval Records Coordinator during the war brought some interesting bulletins for distribution as did Mr. Karl Hartsell of the New York National War Council. This may be as good a place as any to report what seems to me to be a very significant commercial development in the archival field. Mr. Leahy who was one of the original members of the National Archives staff, has accepted a position as records consultant with Remington-Rand. For many years Remington-Rand has been very successful in its filing consultant service and has been called upon frequently in this state, at least, for assistance in organizing files. Their Miss Williams has been working for over a year now in various State departments, notably the Department of Public Works and Buildings. As I stated in one of my lectures to my records class last year, these filing experts can tell you how to file records within

a series, but they cannot tell you and should not be expected to do so, what files you need to set up, how long the records should be kept, and how to dispose of records. I had an instance of that fact just recently when Miss Arnold, file clerk of the Registration and Education Department reported to me that she had had an argument with Miss Williams about setting up a certain file--that she had understood me to say that you should set up a separate file for ephemeral records such as routine requests for publications so that weeding of files would be automatic. Miss Williams had said that was all wrong--that it was confusing to have two files, that everything ought to be filed together. Miss Arnold thought I was right but, I gathered, the "boss" thought a high priced filing expert's advice should be followed rather than that of a mere State employee who was giving advice for nothing. It is in just such cases that an experienced records consultant would be called in to analyze the needs of the department from an archival point of view. I am very enthusiastic over the idea of a commercial records consultant for State officials will follow advice for which they have to pay a stiff fee. Mr. Leahy is thoroughly competent and I think will work with us. Of course, we will as in the past, avoid making improper commercial recommendations.

The luncheon meeting on Wednesday featured a talk by Margaret Pierson, Archivist, on Indiana's public records. The Indiana set-up is similar to our own. When I was in the Indiana State Library there was a department of Indiana history and archives which was not dissimilar to our historical society in that its primary work was with popularizing history and collecting, having the custodianship of such archives as had been turned over to it but no archival policy. The Indiana Historical Commission, then as now, was a publication office corresponding to what the editorial office of the Illinois State Historical Library while Professor Pease was in charge. This is now headed by Dr. Howard Peckham. The Smith Library, an endowed institution with headquarters in the State Library Building collects Indiana History and genealogy. The Department of Indiana History and Archives has been broken up into two sections. I am not clear in my mind as to the differentiation between the work of the Smith Library and the Indiana History Division, but think perhaps the latter is chiefly a manuscript division.

The Indiana Archives Division has charge of the archives and newspaper collection. The early history of the Archives Division was unfortunate and probably contributed to the untimely death of Miss Esther McNitt who had made herself as much an Indiana institution as the late Mrs. Weber and Miss Osborne were here. Although the building committee consulted with everyone, including ourselves, it actually made no provisions for archival housing. I take some of the credit for preventing an attempt to put the division on the lightly framed upper floors as originally planned by the architect.

but I certainly did not recommend the damp ill-ventilated basement storeroom originally designated for "building storage". The only equipment provided was crude transfer files--probably those in which the records were received.

The first archivist appointed was a young Jewish law student who was given the job as a sort of scholarship, so far as I can find out. Fortunately, or unfortunately, I would not know which, he felt he ought to earn his salary, and started out to do great things, oblivious to his unrecognized handicap of no conception as to what any of it was about. The one thing he did accomplish was to garner in the State's records. Being a politician himself and coming in with a new administration, he was able to get the records of practically all departments, including many which under ordinary conditions older departmental clerks would probably have been loathe to relinquish. If he had stopped with acquisition all would have been well, but unfortunately he started reorganizing the records, perpetrating the most usual folly of inexperienced archivists--he started re-filing by subjects, with the result that the provenance of many of the older records has been hopelessly lost. This first archivist was succeeded by a better educated young man with a realization of his limitations. Mr. Nations visited other archival agencies, spending over a week with us. I was favorably impressed with him. Unfortunately he also was a political appointee and lost his job before he had time to accomplish much that was constructive. Miss Pierson, a cataloger in the State Library, was promoted to the position of Archivist in the hope of preventing any more political appointees. I am told that she is proving very capable. From talking with her it is obvious that she is aware of the things which must be improved. That is inside background for the talk she gave at the luncheon.

After luncheon we relaxed by a trip to the Conner Prairie Farm near Noblesville, an interesting pioneer home and industrial restoration; after which we had tea at the State Library.

The American Association for State and Local History joined us at dinner on Wednesday evening. Herbert O. Brayer of Colorado presided over what was to many the most interesting discussion of the whole meeting: Microphotography: a solution or a dilemma? Mr. George A. Schwegeman, Jr., of the Library of Congress and Mr. Eugene Power, president of University Microfilms, Inc., (also recently elected president of the National Microfilm Association) answered questions put to them from the floor. Although stenographic notes were taken, the session was declared to be off the record and some very sharp criticism, calling names, of certain practices of some of the microfilm companies was indulged in.

We had invited Fremont Rider to attend, but in his absence Mr. Schwegeman and Mr. Power discussed Mr. Rider's

recent book proposing to put libraries on 3x5 cards. Mr. Schwegeman discussed some of the mechanical limitations. If someone took a card one would lose the book, requiring libraries to keep extra sets of cards at hand. Mr. Schwegeman doubts the possibility of getting a whole book on one or even a few cards. Mr. Boni gets 100 pages on a 6x9 sheet of paper. Probably it is possible to get as many as 40 pages on the back of a 3x5 card. It is probable that this is also the limit mechanically as to printing presses. For abstract service Mr. Schwegeman thinks the Rider idea practicable. The abstract would be printed on the front of the card and the whole article on the back. For most reference the abstract would be sufficient, but the complete article would be available if needed. From a psychological angle Mr. Schwegeman thinks the Fremont Rider idea would not work because people are accustomed to reading books, with the advantage of the printed page without the eyestrain and inconvenience of a reading machine.

Mr. Power also commended on the psychological resistance which microfilm has encountered. He compared the convenience of books as we know them to rolls which were abandoned soon after Roanoke times. He talked on the mechanical phase of reading machines which must, to make Mr. Rider's proposal work, give as good an image as a printed book, which so far is not true. The ratio of reduction must be kept low. A reduction of 15-20 times can get a satisfactory image for film, but the lower reduction limits are better. There is a French camera which will take film taking 30-48 pages plus the title at the top. This would be good for small articles, if enlarged onto a card 4x6 inches. This would give a reduction ratio of 8 to 10 which would work. Mr. Power does not believe that long runs with high reduction will work.

Mr. Schwegeman closed this section with the statement that the microcard idea is still being developed and until the process is more nearly perfected we must use microfilms.

Dr. Buck raised the question as to whether microfilm has been developed to a stable form. He says the National Archives does not wish to invest heavily in equipment which may be outmoded in a short time. For instance, he said, microfilm in sheet form would be more convenient than the rolls. An entire newspaper issue on one page, for instance, would be more useful than a bound volume of the original. "Is there an issue between microprint and microfilm?" Dr. Buck asked. The National Archives plans to make microfilm copies of all important government records. If sheet film is practical he would prefer sheets. Mr. Power replied that there is not enough demand for cameras which could do that work nor for processing to keep down the costs to practicable limits. Rolls are cheaper and simpler to process. If you still wish to use sheets, make your copy on rolls and print on a sheet. Mr. Schwegeman said to make

sheet film as economical as to size as rolls it would be necessary to take at a 30 to 1 reduction, whereas the ordinary lens either for taking or for reading can hardly take lower than 15 to 1. If the higher rate of reduction is used the image will be distorted. You must have the center of each page centered in your reading machine, and there must be a delicate balance between the centering in the camera and in the reading machine. If the documents reproduced on a sheet vary in size you would never get them straight and undistorted in the viewer.

Mr. Schwegeman concluded that there is a place for both microprint and microfilm. The advantage of microprints is that the small library can afford a larger number of books if it goes in for microprint.

Some one asked about the relative cost factor in a number of copies. Mr. Schwegeman replied that the costs cross at about 20 to 25 copies. Microprint is a multiple process and as in printing the preparation costs are the same no matter how many copies are made. With microfilm, on the other hand, one copy costs the same as a number of copies made at the same time, so there is not the natural economy of multiple copies. Microprint must estimate the market, which is not necessary with microfilm which has to carry no inventory in stock as microprint does.

Here my notes become sketchy and I am not sure just what they mean: "Applicable to indexes? to stripping business. 10 cards to page - 5 cards to roll. Make enlargement print at 60% of size, allowing binding margin. Curl, sleazy, etc." I think we were discussing the practicability of enlarging film indexes for use in book form.

The discussion from here on became lively and my notes degenerated. Someone, Mr. Schwegeman I believe, discussed the cost of microphotography in answer to a statement from the floor that microfilm companies make misleading statements about the cost of microphotography. Bound records, volumes created from bound blank volumes, can be microfilmed cheaply, but large bodies of loose papers cost much to prepare for microfilming. For one thing, they must be in perfect order before the work starts. In a cost analysis for 24 million records, it was found that the cost of taking the pictures and developing them was about 24 - 24 1/8 cents per 100, but the cost of overhead - unfolding, checking filing, checking film, etc. ran from 19-68 cents per 100. This did not include the cost of filing the records away afterwards. In addition two microfilm copies should always be made--the original negative held as a master copy while positive prints should be used to protect the negative against scratches, abrasions and the like. The cost of positives is not included in the above estimates.

The question of reproduction of films sold or purchased was raised. Should you permit reproduction, etc. The same policies which government copyright and interlibrary loan should apply to microfilm. You have no right to reproduce film which you purchase or borrow, nor to reprint therefrom.

Mr. Schwegeman commented on the RCA instrument for reproduction for files of radiograms. As originally received only one copy was made, usually smeared. The company had to have a duplicate copy. The Hectograph Company produced a machine that would produce 12 inches per minute. This machine was adapted for the union catalog. Four library cards per minute could be made on tissue at a cost of 1/4 cent apiece. These copies were compared with the Union Catalog and if they were found to be duplicates they were destroyed; if not they were copied on catalog cards. Though made on flimsy paper, these cheap readable facsimiles were found practicable for this purpose. The process can be used only with loose documents.

Readers were lightly touched upon. The \$35 Spencer machine for use with short length strips only was commended. The Argus projector developed to project onto the ceiling for use of bed patients in army hospitals was described. The machine could also be used to project onto a desk.

Someone else asked when and where microphotography is indicated. The reply was:

- a) Where you have bulky records which need to be preserved--you can save 97% of space.
- b) Is the life of the document short?
- c) Is the material on which the document is made perishable?
- d) For insurance copies.
- e) If a copy is needed at some distant locality--as in case of microfilm copies of plans of ships and airplanes flown from Washington to bases when emergency repairs were needed.
- f) Where to assemble into a single file it is necessary to go to a number of places - 70 libraries having to be used to assemble a complete file of a single periodical in one instance.
- g) When reproductions must be made for use in a limited space as in a plane, submarine, etc.

Since the sessions of the American Association for State and Local History are not of particular pertinence to our archival work I will not report upon them though I heard all the papers but two, being called out for a committee meeting on Thursday morning.

Visit of Mr. Eddy.

Visit of Mr. Eddy.

Mr. Henry Eddy, the Archivist of New York State came home with me and spent two days here. He had the tentative plans for the proposed new building which we discussed in detail, as well as his organization plans. Mr. Eddy is a resident of Vermont and also has prepared plans for the new Vermont archival agency. In the Vermont plans he has provided for a series of departmental vaults copies from the Illinois building. For New York State he plans to service semi-current as well as non-current records, believing that he has a workable plan to avoid loss of original documents. Since it will be at least two years before the new building can be started, he plans to spend the intermediate time in training his staff. He proposes to put assistants in some of the friendlier departments to work in their filing departments, to make surveys and prepare dispositions schedules for their records; two days a week are to be spent in a training class under his supervision. As one department is surveyed the archives staff member will shift to another agency. In this way he hopes that all departments can be covered by the time the building is ready so that records can be moved in quickly and with a minimum loss of time in giving service on them. He reminded me that the years of education of officials to the idea of an archives which we found necessary can be omitted in New York State because of the examples officials can be cited to Washington and Illinois experience.

Mr. Eddy has worked out a unique courier service not only for Albany but also for transportation of records back and forth to New York City. In Illinois we do not have the same problem since our Springfield office is the main office and the official records remain here. New York has encountered something we have not met here. The post office authorities there do not permit private trucking companies to accept shipments of records except at first class postal rates, saying to do so is contrary to the federal law which prohibits competition with the post office. It is all right to transfer by State owned trucks with State employees. We have received records via private companies from Chicago, but should watch out for this point in making recommendations for shipments.

The New York State Archives site is unique. As Mr. Eddy says, "We are going to turn the Illinois Archives Building upside down, placing our workrooms on the upper floors. The site is on a steep hill just back of the Education Building. The plot is about 600 feet long and 100 odd feet deep, running with the long side along an east-west street. The east cross street is a full story lower than the west cross street. The site slopes backward down a steep hill at the foot of which lies a slum district where land can be purchased very cheaply for future expansion."

I could go on and on in this report with ideas found at the meeting, but will break off at this point.

Respectfully submitted,

Archivist

Enc:lk



ARCHIVES ACCESSIONS

November 1945

Documents

Secretary of State

Index Department

Deeds and abstracts to State land

3

# **ARCHIVES REFERENCE**

November 1945

## Routine Departmental Calls

General Assembly	16	
Secretary of State		
Corporation Dept.		
Index Cards	92	
Corporation Reports	118	
Court of Claims	1	
Executive Dept.		
Deeds to State property	2	
Records of State & County officers	1	
Executive File	2	
Trade Marks	18	
Index Dept.		
Duplicate Pay Roll	3	
Elections	37	
Enrolled Laws	37	
Correspondence	10	
Securities Dept.	<u>2</u>	339

## Historical, Genealogical, etc.

Reference Room		
State Census	14	
Federal Census	7	
Archival Information	2	
Mail Inquiries		
Genealogy	7	
Archival technique	18	
Miscellaneous	1	
Historical	2	
Counties	<u>1</u>	<u>52</u>

**Total** **391**

# ARCHIVES CATALOG

November 1945

## Reference File

Cards

28

28

## Name Index

Guide Cards

331

Reference Cards

245

576

# DEPARTMENTAL VAULT ADMISSIONS

November 1945

Dept. of Agriculture . . . . .	2
Div. of Architecture & Engineering . . . . .	1
Auditor of Public Accounts . . . . .	11
Civil Service Commission . . . . .	1
Illinois Commerce Commission . . . . .	1
Dept. of Insurance . . . . .	2
Dept. Public Works & Buildings . . . . .	2
Dept. Registration & Education . . . . .	46
Div. of Rehabilitation . . . . .	1
Dept. of Revenue:	
Liquor Revenue Division . . . . .	1
Motor Fuel Tax Division . . . . .	1
Secretary of State:	
Executive Dept. . . . .	20
Index Dept. . . . .	1
Supreme Court . . . . .	1
State Treasurer . . . . .	23
Div. of Waterways . . . . .	<u>2</u>
	116

PHOTOGRAPHIC LABORATORY

November 1945

Microphotography

Exposures

6500

Enrolled Laws Box 139-157 (1855)  
(Including Unfolding and Filing).

Photostats

96

73

10

14

486

699

Corporation Dept. Recording  
Enrolled Laws  
Loan Desk  
Index Dept.  
Miss Meyers

## ILLINOIS STATE LIBRARY

### ARCHIVES DEPARTMENT

Report for December 1945.

#### Accessions.

The Corporation Department of the Secretary of State's office transferred the 1943 Annual Reports, also two record volumes.

The Index Department of the Secretary of State's office transferred 10 documents--title records to two tracts of land purchased by the Department of Conservation for wild life restoration projects in Mason and Fulton Counties.

#### Departmental Vaults.

Transfers were made as follows:

Department of Registration and Education, 1944 official correspondence.

Other pending transfers have been held up partly because of the illness of James LeVine, our head janitor, but largely because of the large amount of sickness in other State departments and bad road conditions. Normally we have a number of transfers at this time of the year.

#### Staff Work.

This past month has been a quiet one. Much of the month we seemed to be operating on a skeleton staff which prevented much progress on our own work.

Miss O'Neill, loaned to the Catalog Department on November 19 "for a week" is still there, with no immediate prospect of a let-up in the extra work there which requires her to stay there. Fortunately the Archivist is not doing work at present that results in copy work for her, though there is still a vast reservoir of copying of county commissioners' records to make them available to the public, also of translations of the Perrin records.

Miss Scheffler was loaned to the Centennial Building Loan Desk Friday December 21 through Wednesday December 26. She also assisted Miss Bailey for five days in reshelving and reading shelves.

Mr. Hansen was shifted to the lunch period at our Reference Desk during Miss Scheffler's work in the other building.

Mrs. McFadden and Miss Koval had minor bouts with the flu. All of this slowed down our regular work to a snail's pace.

About 1176 name index cards have been made for Peoria County Federal Census for 1880. Mr. Wetherbee and Mrs. McFadden had hoped to finish the indexing for this large county this last month, but now this will have to wait about six months for the filing of the Corporation Reports.

Mr. Wetherbee reports that the Not-for-profit reports have been unfolded and filed through the letter "Z". We are still hoping that a trained file clerk can be appointed to take over this time-consuming annual job which keeps Mr. Wetherbee tied down to routine work so that he is unable to take over some of the technical details still handled by the archivist.

Mrs. McFadden is still working with the 1945 General Assembly records, but will also assist Mr. Wetherbee in filing the Annual Reports.

Miss Scheffler reports that 6050 cards have been rearranged in the letter "H" of the Name Index. She has about finished the work-clips for the 34th General Assembly, 1935, analytics. I had planned to start after the first of the year working with her on series cataloging. Since you have informed me that there is a prospect of Mr. Kirk's being transferred to this department and since Mrs. Levejoy of North Carolina and Miss Pierson of Indiana have expressed a desire to spend some time with us this winter, it seems advisable to wait and give them all instructions at the same time. It is also impossible for me to be out of my office so much as that work would involve, until we are once more operating with a full staff.

Mr. Hansen took the second week of time off because of accumulated overtime on the Alexander-Pulaski County project. He was away the week beginning December 10. I note by his report that he unfolded 8 boxes of Marcell Law preparatory to microfilming them, but that apparently he did no actual microfilming on this particular project.

Mr. Wetherbee broadcast a book review over station WILL at Urbana one day, substituting for Mr. Myers who was ill. I am told that Mr. Wetherbee has a good radio voice and he seemed to enjoy the experience. Perhaps he can be used somewhere in the State Library radio program.

I am still typing on Br. Iben's index slips for the Perrin collection and have now typed through the letter O with a gap of about 200 slips in the letter L. So far I have typed about 4300 cards. I estimate that there is at least another two months of typing ahead. Typing through the alphabet will not by any means finish the work on this

index, because I have not stopped to read proof nor to check against the original records. This checking against the original documents will take almost as much time as it would to redo the index, but it is necessary, not so much because of inaccuracies on Dr. Iben's part as because questioned spellings of names can now be resolved because we now have all names; and, second, because Dr. Iben's English vocabulary, though always a marvel to me, was not sufficient to deal with the subtleties of legal technicalities so that his wording is frequently ambiguous or overinvolved. Probably the most efficient thing might seem to be to discard his slips and to start over again. However, that is not practicable. Probably ninety percent of the cards as I have edited them in typing can be used as is. It may be many months before I can reindex the whole set, but meantime the index can be used because, presumably, all names are included, together with the bibliographical citations.

The next work I wish to do with the Perrin records is to prepare summaries of the marriage records for publication. These contain a wealth of genealogical information. These marriage records chiefly take the form of marriage contracts in which are set forth the birth place and parentage of both parties, the names or number and ages of children by prior marriages. The half dozen witnesses for each party not only sign but state the degree of their relationship. The inter-marriages and common use of two surnames create a snarl that can give genealogists many happy hours to untangle the relationships. To be sure, most of the French left Illinois when the Americans came in, but this is too important a source material not to be published. I am not sure that the article will be appropriate for Illinois Libraries, but we can determine that after the compilation is made.

### Visitors.

The State Nutrition Committee met in the Conference Room December 17th.

Mr. Ruman brought over Mr. H. T. Henning, paper purchasing agent for the Caterpillar Tractor Co. of Peoria, and they stayed half a day, going through the building and examining some of the early documents in the Perrin Collection. Mr. Henning has made a life-long study of the history of paper and was very much interested in everything here.

### Reference Work.

Sample questions on archival technique:

Miss Bailey, new librarian at the Jacksonville Public Library, inquired about the disposal of certain accounting



records. The auditor had advised her to throw away old vouchers, cancelled checks, etc. more than ten years old, but her board is reluctant to do so. I agreed with the auditor and discussed the various types of records with her.

The North Carolina Department of Archives and History asked a series of questions about the way we handle genealogical inquiries--the amount of work we do free, how we charge, whether we recommend private genealogists, etc.

#### The American Archivist.

Professor Pease having resigned as editor of the American Archivist, the journal of the Society of American Archivists, the committee on editorship requested permission to submit my name to the Council. There has been considerable criticism of this periodical because of its limited appeal, namely to the largely archival institutions only. The opportunity to liven up this magazine appeals strongly to me. Miss Rogers, the Assistant State Librarian, feels strongly that Illinois Libraries has made a place for itself in the archival world through its more or less popular articles, and that we must not drop this section from our own bulletin. I wonder whether I have ideas enough to keep both periodicals going. Miss Rogers also feels that I have about all I ought to undertake in my regular job. After several talks with her on the subject and more than a week's consideration I wrote to the committee that I felt the editorship ought to go to an ambitious young man with a reputation to make, who would be a "verking fool". I told them that Miss Rogers feels the burden would be too much for me. I recommended that the committee look further, but said if they are absolutely up against it (as I suspect they are), I would consent to submission of my name to the Council with the understanding that it would be only for a year or two until the suitable young man could be found for the permanent editor. So far I have heard nothing beyond an acknowledgment of my letter by the chairman of the committee. Mrs. Wetherbee has promised to act as my assistant if I take the editorship.

Respectfully submitted,

Archivist

# ARCHIVES ACCESSIONS

December 1945

	<u>Vol.</u>	<u>Documents</u>
Secretary of State		
Corperation Dept.		
Annual Reports		
1943 For Profit		40,000*
1943 Not-for-Profit		12,000*
Record of Fees 1943	1	
Changes of Name & Dissolu- tion, v.P 1942-44	1	
Index Dept.		
State land title records-- 2 cases		<hr/> 10
	2	52,010

\*Estimated

# ARCHIVES REFERENCE

December 1945

## Routine Departmental Calls

### Secretary of State

#### Corporation Dept.

Annual Reports	206
Index Cards	94

Court of Claims	4
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Executive Dept.	
Trade Marks	8

Index Dept.	
Deeds to State property	1
Election records	22
Enrolled laws	13
Correspondence	11

General Assembly	14
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Illinois & Michigan Canal	1
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368

## Historical and Genealogical

Historical	2
Archival Technique	1
Genealogy	
Federal Census	4

## Mail Inquiries

Archival Technique	7
Genealogy	3
Historical	2

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19

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387

ARCHIVES CATALOG

December 1945

Work in preparation. No cards added to Catalog  
or to Name Index

# DEPARTMENTAL VAULTS

December 1945

Auditor of Public Accounts . . . . .	10
Civil Service Commission . . . . .	3
Illinois Commerce Commission . . . . .	1
Dept. of Insurance . . . . .	3
Dept. Public Works & Buildings . . . . .	2
Supt. of Public Instruction . . . . .	1
Dept. Registration & Education . . . . .	37
Dept. Revenue: Liquor Revenue . . . . .	1
Secretary of State: . . . . .	
Court of Claims . . . . .	1
Executive Department . . . . .	23
Index Department . . . . .	1
Securities Dept. . . . .	2
Supreme Court . . . . .	1
Teachers' Retirement System . . . . .	1
State Treasurer . . . . .	12
Div. of Waterways . . . . .	<u>3</u>
	108

# PHOTOGRAPHIC LABORATORY

December 1945

	<u>Photostats</u>	<u>Microphotography</u>
		<u>Exposures</u>
State Museum (Dup. copy of this film)		234
State Library		
Loan Desk	16	
Miss Skegh	22	
Corperation Dept. (Recording)	144	
Index Dept.	12	
Enrolled Laws	<u>82</u>	<u>        </u>
	276	234

ILLINOIS STATE LIBRARY

ARCHIVES DEPARTMENT

Report for January 1946.

Accessions.

Secretary of State. Index Department. 5 documents relative to Dickson Mounds State Park in Fulton Co.; 1 election record 1944.

Departmental Vaults.

The Division of Vital Statistics, Department of Public Health plans to condense its records to get three volumes on shelves back to back and to space its shelves closer together. The Department plans to purchase more shelves. Dr. Sagen asked if there would be any objection to seating two or three girls at a long table between the ventilating shafts in the public corridor. I referred him to the Assistant State Librarian.

The following departments have been authorized to transfer records to their departmental vaults: Division of Waterways and Director's Office of Department of Public Works and Buildings; Teachers' Retirement System, Department of Registration and Education, the State Library, and the Secretary of State's Index Department.

Staff Work.

Mr. Wetherbee and Mrs. McFadden have concentrated on getting the Corporation reports filed before Mr. Wetherbee's resignation takes effect on February 15th. Mrs. McFadden has been ill with flu most of the month. She was out ten days and came back before she was really able to work. They have finished filing all the

Not-for-profit Corporation Reports and have made a good start on the letter A in the For-profit Reports.

No progress has been made during the month on indexing the 1850 census schedules.

Miss Scheffler has finished typing the secondary cards for the checklist. She has also turned in copy for the analyticals for the 1885 General Assembly, which I have not yet found time to revise. She is now working on analyticals for the 1887 session. She has spent more time than usual at the Reference Desk this month, relieving Mr. Wetherbee for reference calls, etc. during Mrs. McFadden's illness. She also substituted for Miss Nichols at the General Library Loan Desk December 23, 24 and 26 and helped Miss Bailey shelve Illinois Documents for three days.

Miss O'Neill is still on loan to the Catalog Department. Miss Koval is doing preliminary filing of name cards and typing on the county commissioners' proceedings.

I had hoped to be able to report that the preliminary typing on the Ferrin index slips had been finished, but I still have a couple of days' work there. I would have finished that had I not stopped to do my next Illinois Libraries article, on Name Indexes. I next plan to abstract the marriage records of which there are 145 items, for Illinois Libraries, making corrections on the index cards as I go.

Miss Josephine Boylan has sent in another 5 pages of translations for the Registre.

The State Library staff worked two evenings January 10 and



11, from 7 to 10 and from 7 to 11 P.M., respectively, getting out 4500 drivers' licenses for veterans. Beginning January 30 the State Library staff has gone on new hours: 8:30 to 5 except Wednesdays and Fridays when we work a half hour less on a staggered schedule, and from 7 to 9 P.M. The occasion for this overtime is the extra mechanical work involved in preparing the demonstration library books.

Visitors.

Mr. E. E. Morris, Division Freight Agent for the G B & Q Railroad, from Galesburg, brought in two Chinese engineers whom he is conducting on a sightseeing tour of the state.

Miss Ag(?) of the Kansas City Public Library was taken on a tour of the building.

Mr. Spreitzer, County Recorder of Will County and Mr. Swansbro, in charge of the Will County Photostat Department, spent an afternoon here discussing the application of microphotography to their records. They can no longer house the recorder's records in that office, and propose to use microfilm copies of the records for public use in the office, putting the original records in an upper floor vault. I suggested bringing the early originals to the State Archives Building but Mr. Spreitzer said there were not enough of them to have that much of a relief. He said they can take care of them in this storage vault if they are packed in rather more tightly than they could be for public consultation. I pointed out some of the physical hazards of attic storage but he said that would be taken care of by insulation, janitor service,

etc. I told him we have vague ideas for regional storage vaults in connection with our proposed regional library depository buildings, told him about the Boston area libraries building and the New York State regional county archives buildings. Mr. Spreitzer remarked that he thought the counties would have to come to the idea of caring for less used records away from the central county building.

Lt. Col. Fred S. Bryant of the Adjutant General's Office of Missouri spent some time with me discussing the proposed micro-filming of the records of his office. I gave him a copy of my article on microphotography which is to come out in the January issue of Illinois Libraries. He is another person who has been utterly confused by the claims and counterclaims of microphotographic salesmen. He said he understood better after seeing our Recordak and after my explanation as to the function of the high speed machines.

#### Miscellaneous.

Four drawers of records of Mr. Hughes' service as State Director of the Infantile Paralysis Drive several years ago, were sent to the baffling machine upon Miss Rogers' orders.

Miss Helene H. Rogers, Assistant State Librarian, has been appointed a member of the Committee on Records Administration by President Buck of the Society of American Archivists. I declined an appointment to represent the Society on the new Council for Specialized Scholarly Techniques. This is the successor to the former Joint Committee on Internes. I am unsympathetic to

the implications of this internship. In the first place, with the American University putting on a full graduate course and an annual short summer course, I can see no point in the Society's sponsoring another training program. I am more than suspicious that a certain man is interested chiefly as a means to the good salary of the proposed permanent secretary. A second implication is that the old HRS crowd is trying to put the Society in a position to back a revival of that project. I want none of either.

After a long and earnest consideration I have accepted the editorship of The American Archivist for a three year term beginning with the July 1946 issue. I shall be allowed \$500 per annum for an editorial assistant. Mrs. Wetherbee has consented to act in that capacity. Later on, if she does not continue with the work, Mrs. Monaghan will be available. Most of the work of gathering in material is done through committees <sup>though</sup> so I suspect I shall have to hustle for material for the two 1946 numbers. Professor Pease has never made any financial or other reports to the Council of the Society of American Archivists, so we are very much in the dark as to what is involved. Some time around the first of March I will have to go to Urbana and get what information I can. Meantime I have asked Dr. Buck for names of committee chairmen so I can begin to get things lined up. I believe there will be many compensations not only to myself but also to the institution.

Respectfully submitted,

Archivist

**ARCHIVES ACCESSIONS**

**January 1946**

**Documents**

**Secretary of State. Index Department**

**Title records, 1 case**

**5**

**Election record, 1944**

**1**

# **ARCHIVES REFERENCE**

January 1946

## **Routine Departmental Calls**

### **Secretary of State**

#### **Corporation Dept.**

Reports	206
Cards	8

#### **Executive Dept.**

Governor's Correspondence	2
Land Patent	1
Notary Bonds	2
Trade Marks	2

#### **Index Dept.**

Title Records	3
Election Records	420
Enrolled Laws	23
Correspondence	3
Constitution	1

#### **Securities Dept.**

Closed Cases	1
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General Assembly	32
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782

## **Historical, Genealogical, etc.**

### **Historical**

Hamilton Co. Commissioners'	
Proceedings	1
General Assembly	9
Lincolniana	2

### **Genealogical**

Federal Census	23
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### **Archival Technique**

4

## **Mail Inquiries**

Archival Technique	8
Genealogy	6
Historical	7
Records Commission	3
Miscellaneous	2

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26

# ARCHIVES CATALOG

January 1946

## Archives Reference Files

### Checklist of State Imprints

Main entries

183

Secondary Entries

274

467

## Name Index

Cards typed

19

Cards rearranged

4900

1880 Census cards filed  
in

2400

7300

# DEPARTMENTAL VAULT ADMISSIONS

January 1946

Div. Architecture & Engineering - - - - -	3
Auditor of Public Accounts - - - - -	7
Civil Service Commission - - - - -	3
Illinois Commerce Commission - - - - -	3
Dept. of Insurance - - - - -	4
Dept. Public Works & Buildings - - - - -	2
Dept. Registration & Education - - - - -	50
Secretary of State:	
Executive Dept. - - - - -	25
Index Dept. - - - - -	14
Securities Dept. - - - - -	2
Teachers' Retirement System - - - - -	2
State Treasurer - - - - -	14
Div. of Waterways - - - - -	<u>7</u>
	136

PHOTOGRAPHIC LABORATORY

January 1946

Photostat

Microphotography

Exposures      Enlargements

Enrolled Laws. Boxes 160-165		1650	
Articles for State Museum			89
Corporation Department	44		
Miss Skogh	28		
Loan Desk	36		
Index Dept.	14		
Miss Rogers: Newspaper articles	60		
Liquor Commission	8		
	<hr/>	<hr/>	<hr/>
	190	1650	89

No report on "stills" made by Mr. Helm

Mr. Hansen also reported  
Repairing one newspaper  
Unfolding and putting Enrolled Laws into folders.



ILLINOIS STATE LIBRARY

ARCHIVES DEPARTMENT

Report for February 1946

Accessions.

The Illinois War Council deposited their permanent records, consisting of 42 drawers and 1 large folio volume. Because of the confidential nature of much of the material, at my suggestion we accepted the records as restricted records not to be open to the public without special permission from the Governor as Chairman of the Council. I sent the Assistant State Librarian a copy of my correspondence. In practice, all requests to see the material will be handled personally by the archivist who will use her discretion as to whether the records called for are confidential records. There is no reason why anyone interested should not see the records on the celebration of Illinois' 125th birthday, but there is every reason for refusing to produce the folders which relate to the peculiar fire and bombing hazards of certain manufacturing plants.

The Index Department of the Secretary of State's Office deposited deed records for the Illinois Beach State Park and for the Grady Tract of Siloam Springs State Park.

The Corporation Department of the Secretary of State's Office deposited Index Cards for Dissolved Corporations for the year 1944.

The State Treasurer's office presented us with some cancelled bond coupons for the Illinois and Michigan Canal

and an unused bond of about the year 1836. These will be used for exhibits.

Departmental Vaults.

Permission was given to transfer records to their departmental vaults to the following departments: Registration and Education; Division of Waterways. The Civil Service Commission were authorized to take some steel tables and chairs to their vault for the convenience of their clerks working on their records.

The day after the Assistant State Librarian left for Washington Mr. Monaghan of the Historical Library called me and said that Mr. Johnson was moving the Black collection, which had just come to them, into an empty storeroom on the eleventh floor of the Archives Building and was that all right and if so, might he have a key to the room. It seems that this large collection of very important medical and dental history in Illinois had been shipped from Jacksonville that morning just as the painters had come to paint the library's basement rooms. Mr. Rossiter said he would find a place to put the documents and commissioned Mr. Johnson to find a place. Mr. Johnson suggested using a part of the west departmental vault, 11th floor, now partly used by the Automobile Department. He says he told Mr. Rossiter to call me on the matter and supposed he had done so. I got down to the Receiving Room just in time to check the men who were about to take a very dirty and messy set of cartons, wood boxes and piles of loose papers upstairs without first either fumigating or cleaning

them. I directed that the collection be put in the fumigator and said I would call the men when they were ready to be taken elsewhere. I then talked again with Mr. Monaghan and told him the vault to which Mr. Rossiter was proposing to take the collection had been assigned to another State department which is waiting for equipment; that temporarily the Automobile Department was using the vault; that because they had the key I could not issue another set of keys to the Historical Library (there being no partitions in the vault). Mr. Monaghan said immediately that that would not do at all--that he had not had an opportunity to look over the material and he realized from its condition that someone else having access to it might think some of it was wastepaper and dispose of some of it. Decidedly, he said, he would not want the responsibility of keys which would give him access to records of the Secretary of State's Office. I told him we would put the collection in our Archives vaults temporarily until we could work out something.

I then called Mr. Johnson and explained all this and told him I had found another place in the building. He was profuse in his apologies for not having consulted me and said that he supposed Mr. Rossiter had called me. I explained that vacant space today did not mean it would be vacant the next day, and that all space has been allocated but that some of the Departments to which the vaults have been allocated are waiting for equipment. "For instance", I said, "there is one whole vault which is completely empty because of lack of equip-

ment. That vault was allocated to Attorney General Harrett and it would be embarrassing not only to the State Library but also to the Secretary of State if we were to use that vault without notifying the Attorney General that it had been taken away from him."

I think it might save future embarrassment if the Assistant State Librarian were to explain to Mr. Rossiter that we are perfectly willing to cooperate with him; that though the set-up of the administration of the Archives Building is peculiar, the rules and regulations were adopted by the Secretary of State only after careful consideration of the factors involved in safeguarding the records not only of the Secretary of State but also of ~~in the case of~~ all other State departments. Mr. Rossiter as Superintendent of Buildings and Grounds assumes that ~~in~~ the Archives Building as <sup>the case of</sup> in other buildings is under his preeminent jurisdiction. You might point out to him that the State Library law puts the Archives Building directly under the State Librarian and that the Assistant State Librarian as deputy to the Secretary of State must be consulted in all matters relating to the building.

#### Staff Work.

This has been a month of readjustment in the work of the office necessitated by the resignation of the Document Archivist, Mr. Ambrose Wetherbee, which took effect February 15th. Mr. Wetherbee has returned to the staff of the Illinois State Historical Library. Fortunately on February 1st a new clerk,

Mr. Alvin Rountree, came on the staff. Mr. Rountree has had several years' filing experience in the army and Mr. Wetherbee was able to get him ready to take over all the corporation filing. Mr. Rountree is able to do all the servicing on files--filing, routine search and refiling. He assisted me in checking in the War Council records. Mr. Levine will continue in charge of the Receiving Room but Mr. Rountree has had instruction in operation of the fumigation vault and cleaning machine so that he could substitute in case of Mr. Levine's absence. Mr. Rountree is doing work which largely combines that of two former clerks, Mr. MacDonald and Mrs. Nelson. He has also taken over filing done by Mr. Wetherbee after Mrs. Nelson left. Mr. Rountree is well liked by the staff and fills competently a very necessary function in the archives organization.

Mrs. McFadden stays at the desk all day except for the lunch period when she is relieved by Miss Scheffler.

The Archivist is taking over non-routine reference work which cannot be handled at the Reference Desk.

Mr. Rountree reports that he has finished filing Corporation Reports through "Chicago W." This is 150 drawers of 724. The Corporation Index cards have been filed through the letter B. The letters X, Y and Z have also been filed.

Mrs. McFadden is doing the reference work on the census formerly done by Mr. Wetherbee. She has made 1200 index cards for Peoria County, 1850 federal census. The reading machine has been in use quite a bit by patrons, including one whole day by an Historical Library patron during the redecoration

of the newspaper room.

Mr. Helm is being kept busy on publicity work so that Mr. Hansen has had to do most of the photostating the past month, and reports no progress on microfilming. The amount of photostating is increasing constantly. To all intents and purposes the Photographic Laboratory has been taken out from under the archivist. I am not notified when either Mr. Helm or Mr. Hansen are out of the office, (one day both were out all day which I did not discover until late in the afternoon) and I do not even know the name of the man who sits at the desk to answer phone calls. I have been waiting six months for a certain piece of photostatic work for the archives, for which the photographers say they have no time. As I am not consulted about work brought in to be photostated I have no way of judging as to what should have priority. I am not accusing either of the photographers of loafing on the job for they seem to be turning out a great deal of work. Neither am I objecting if the Laboratory is taken away from the Archives Department. But this obvious matter of responsibility without authority tends to create a morale problem in the rest of the staff.

The Archivist "took the month off" for miscellaneous matters which take time but which do not show up in work statistics; such as reorganizing the files on archival technique and field visitor; working a little on the history of State departments; typing several hundred Perrin index cards; revising cataloging; reading proof; refiling one section of

the Ferrin Collection; writing two Illinois Libraries articles; going through some of the Hughes papers; making a detailed checklist of the War Council records, etc.

Proof was read on the following transcripts of County Commissioners' Proceedings: Bureau County, vol. B, 1837-47; Clay County vol. 2, 1841-51; Clinton County vol. B, 1835-42.

Analytics for the 34th General Assembly, 1885 have been revised and are about half typed, those for the 35th General Assembly, 1887, are in progress. The name index has been re-filed through the letter H and the cards for the 1850 census, formerly kept in a separate file, incorporated through the letter H. Miss Koval has helped Miss Scheffler on the preliminary filing.

James Levine, head janitor, gave the principal address on the Negro History Week program over WGBS on February 25th.

Carbon copies of some of our indexes to House and Senate Journals were presented to Mr. Monaghan at his request: House Journals 1820/21, 1822/23(incomplete), 1834/35, 1835/36, 1836/37, 1837, 1837/39, 1839/40; Senate Journals 1820/21, 1834/35, 1836/37, 1837, 1838/39, 1839/40, 1840/41. We also presented the Historical Library, by permission of the Assistant State Librarian, with some portraits of members of the General Assembly used in one of the early Blue Books.

#### State Records Commission.

The State Records Commission met in the Conference Room on February 6, to discuss microfilm proposed to be substituted for original records by the Industrial Commission.

Exhibits.

The first State Constitution, 1818, has again been put on display in the Museum Room. We have been too short-staffed to change other exhibits.

Archives Building.

Miss Bailey, head of the Illinois Documents Collection, has moved into the Emerson Room, formerly occupied by the Document Archivist and Classifier. Mrs. Dirksen is staying upstairs since her desk would not also go into the new office. Miss Bailey is also temporarily using her desk on the second floor.

A new steel desk was provided by the Superintendent of Buildings for the Receiving Room for the use of Mr. Levine.

The Conference Room was used Saturday afternoon February 16 by the State Nutrition Committee.

Personal Notes.

The Archivist accepted an appointment to the Society of American Archivists' Committee to Consider Revising the Constitution of the Society.

Miss Helene H. Rogers, Assistant State Librarian, has accepted membership on the Society's Committee on Records Administration.

Although the work of the editor of The American Archivist is done on her own time, it may be of interest to record that the value to the State Library through added contacts is already being reflected in receipts of archival literature and contacts with fellow archivists. In reply to twenty-one



letters sent out by the editor, four brought requests for information which could properly be counted in our State Library reference statistics. Among the varied correspondence on archival matters this month may be noted: request from Harvard University archives for comments on their plan for care of their records on war activities; a request from the archivist of India for an article for the new Indian archival quarterly (not yet written--will submit for approval); comments on Dr. Broadman's pamphlet on "Cellulose Acetate Sheetings for Record Preservation"; congratulations to Dr. D. C. Duniway, new State Archivist of Oregon; his request for information concerning the Broadman process of repairing manuscripts; State Librarian Goldman of New Jersey asking advice on purchase of microfilm equipment; an architect's office in Philadelphia asking for a copy of my 1938 article on the Illinois Archives Building; requests from the Secretaries of State of Louisiana and California for advice concerning proposed new archival establishments.

Respectfully submitted,

Archivist

menlk

# ARCHIVES ACCESSIONS

February 1946

	<u>Documents</u>	<u>Volumes</u>	<u>Drawers</u>
Illinois War Council		1	42
Secretary of State Index Department			
Title records, 2 cases	10		
Corporation Department			
Index Cards, 1944	<u>*5000 cards</u>	<u>          </u>	<u>          </u>
	5010	1	42

\*Approximate

# ARCHIVES REFERENCE

February 1946

## Routine Departmental Calls:

### Secretary of State

#### Bookkeeping Dept.

Duplicate Payroll 5

#### Corporation Dept.

Charter 1

Index Cards 49

Reports 94

Fee Books 2

#### Executive Dept.

##### Records of State & County

###### Officers:

Notary bonds 6

Notary petitions 3

Land Records: swamp land 1

#### Index Dept.

Deeds to State property 1

Elections 57

Enrolled Laws 13

U. S. Correspondence 10

#### Securities Dept.

Closed Cases 15

General Assembly 42

#### Insurance Department

Annual reports 6

#### Historical, Genealogical, etc.

Archives Technique 1

##### Genealogy

Federal Census 8

State census 3

Historical 1

310

13

(continued)

ARCHIVES REFERENCE (Continued)

February 1946

Mail Inquiries

Archives Technique  
Genealogy  
History

14

4

4

22

Total

345

**ARCHIVES CATALOG**

**February 1946**

**Reference Catalog**

**Checklist of Imprints**

**267**

## VAULT ADMISSIONS

February 1946

Div. Architecture & Engineering . . . . .	1
Auditor of Public Accounts . . . . .	12
Civil Service Commission . . . . .	7
Illinois Commerce Commission . . . . .	2
Dept. of Insurance . . . . .	3
Liquor Control Commission . . . . .	1
Div. of Parks & Memorials . . . . .	1
Dept. of Registration & Education . . . . .	41
Secretary of State:	
Executive Department . . . . .	20
Index Department . . . . .	6
Securities Department . . . . .	2
State Treasurer . . . . .	11
Div. of Vital Statistics . . . . .	1
Div. of Waterways . . . . .	3

PHOTOGRAPHIC LABORATORY

February 1948

Photostats

Secretary of State

Corporation Recording

88

Index Department

144

Addressograph Department

18

State Library

Administrative Office

320

Archives

38

Loan Desk

14

610

ILLINOIS STATE LIBRARY

ARCHIVES DEPARTMENT

Report for March 1946

Accessions.

The only transfers in March were 6 documents relating to title records to three pieces of State property.

Departmental Vaults.

Records were authorized to be transferred to the Departmental Vaults of the Auditor of Public Accounts, Civil Service Commission, Superintendent of Public Instruction and State Treasurer.

Staff Notes.

Messrs. Marinus Hansen (photographer), Richmond Ingles (watchman since building opened), James Levine (head janitor) and John Young (janitor) were dismissed as of March 15th. Richard Shipp, with us almost from the time the building opened, has been made head janitor.

As none of the people who have left in the past few months have been replaced, this means that many details formerly taken care of by Mr. Wetherbee are now attended to by the Archivist. Mr. Hountree is proving very adaptable, but there are many things which come up which require experience and knowledge of the institution. Some days it has seemed that I almost literally ran from attic to cellar all day. I do not mind it, but these interruptions are seriously cutting down upon my own productivity. Even if we get just the right people through



the pending civil service examinations, we must reconcile ourselves to a period of several months' slow-down before we are able to show tangible accomplishments.

I have accepted reappointment to membership on the Special Committee on Archives of the American Historical Association. The appointment seems to be purely honorary because the chairman never communicates with the committee members. I have been a member of this committee about ten years.

I have also taken out a personal affiliate membership in the National Microfilm Association, which seemed to be the only way I could get their bulletins and advertising literature. I managed when the former president was in office to get them on an exchange basis. Institutional memberships cost \$50 with \$25 initiation so that was "out".

#### Photographic Laboratory.

Besides a new camera purchased for the use of the photographer some time ago, I have noticed the following new equipment in the laboratory: new spot lights, a new enlarger for 4 x 5 films and a new print dryer. I think I should be notified when new equipment is purchased, rather than have to ask Mr. Helm what it is when I happen to find it, especially if I am responsible for the laboratory.

The Division of Waterways presented us with a Remington Rand Portagraph, also developing trays and a print roller like the new one purchased for the use of Mr. Helm. Where do you wish equipment placed? It needs a table and wall plug.

Last month I reported that I was dissatisfied with the

way things were going in the Photographic Laboratory because the photographers could not or would not get out our Archives work. I have "snooped" a bit down there lately, and apparently the trouble is that everyone in the Secretary of State's office is sending over work for themselves and considerable <sup>number of</sup> veteran friends who want copies of discharge papers, etc. Neither Mr. Helm nor Mr. Hansen felt they could say no to a request from the people who were sending over work. I told them that all outside work was supposed to clear through Miss Rogers or me. I understand there has not been much lately, though several days ago when I happened in early in the afternoon, I found Mr. Helm taking a picture of a discharge paper for a strange man, and Mr. Helm warned me not to go into the microfilm dark room because it was in use. Later he told me that when he returned from lunch he found this man waiting with his discharge paper and the tall man who works with Mr. Chamberlain in a corner of the laboratory, making himself at home developing pictures in the darkroom. I didn't say anything at the time because I thought possibly Mr. Helm had given the man permission to use the darkroom. I asked if our chemicals were being used and Mr. Helm said he did not think so but was not sure. I hardly know how to handle the situation because it is evident that the feeling is that "it all belongs to the Secretary of State anyhow". If course the expense of all these extras is charged to the State Library. I think perhaps the Assistant State Librarian should discuss this problem with Mr. Cooper. I am not adverse to cooperating with everyone with whom we should, but the present

chaos in the Photographic Laboratory should be brought under control before the new photographer takes office.

Archives Building Fire.

A wastepaper basket fire in the second floor East workroom on March 27 or 28 did no damage but indicates that the No Smoking rule was disobeyed. This was reported to the Assistant State Librarian for appropriate action.

Visitors.

About fifty girls, members of La Bas Blue Club of Springfield High School toured the Archives Building by appointment on March 28th.

Earlier in the month Miss Blakely, librarian of Illinois College brought in several of her library club students for a very hasty tour.

Staff Work.

Mr. Rountree is now filing in the letter "I" in the Corporation reports, 156 drawers filed this month. He has also filed 1200 Corporation Reports. Miss Bowie of the Court of Claims came over and helped us refile their records to correspond with their filing present system. Mr. Rountree produces and refiles records for the use of the Reference Desk and has done several odd jobs of checking and rearrangement of files, including finishing refiling of and making folders for several boxes of Enrolled Laws on which Mr. Hansen was working when he left.

Mrs. McFadden is doing very well with the reference work which Mr. Wetherbee formerly handled, particularly the genealog-

ical work. She has filed some Corporate index cards, and has made 500 census index cards. These will not be reported in the statistics until another county has been completed.

Miss Koval finished typing the copy of the first volume of Crawford County Commissioners' records, but this has not yet been proofread.

The Archivist has worked all month on the Perrin marriage records with a view to publishing them in summary form, since we are beginning to get inquiries from genealogists. This editorial work is slow since there must be a very careful re-check on the spelling of every name and many of the original index cards retyped with greater detail or corrections.

Respectfully submitted,

Archivist

**CONFIDENTIAL REPORT  
ON  
CAPTAIN MALLAM**

March 14, 1946

This report is based upon the assumption that Captain Mallam is an applicant for the position of Document Archivist and Classifier in the Archives Department of the Illinois State Library and that his interview with the archivist upon March 13, 1946 will constitute in effect the archivist's participation in the oral examination for this particular candidate.

In rating the applicant's qualifications the following considerations have been kept in mind:

1) Apprenticeship in a technical position means not only that the State is carrying one inefficient staff member, but that the productiveness of the head archivist is also cut in proportion to the amount of time spent in preparing lectures and other work incident to the training program as well as in close supervision of the work of the trainee. Judging from past experience, unless the apprentice stays for at least two years, the amount of his production will not surpass what the archivist working without such interruptions, could have accomplished by herself.

2) On the other hand, in view of the war, it is unlikely that any applicant will be able to make a high grade on the written examination on archival technique. The archival training program sponsored by the American University has only been in existence since about 1942. Much progress in archival technique has been made during the past four years during which most of our abler young archivists have been out of the field and unable to keep up with archival literature and practice.

3) It would be better for the Archives Department to give in-service training to a superior person than to accept a second rate person on the mere basis of previous archival experience.

4) In view of the fact that the present Archivist will reach the minimum retirement age in five years, it is desirable to appoint some one to the position now open, who would be eligible to succeed her.

**General Weighting in Favor of Capt. Mallam.**

An Illinois resident.

Veteran of 4 years in U.S.A., including overseas experience

in the European theatre. Rank at date of terminal leave, Captain.

#### Educational Background.

Ph.D. in American History from the University of Minnesota, which has one of the strongest graduate History faculties in the country.

Thesis subject: General Butler's Congressional Career. Largely written from research in manuscript material. Experience in the use of manuscripts of importance in the position to be filled.

Primary interest is research and writing. The Archivist pointed out that most but not all of the historical material already in the State archives has been indexed but that the position requires writing of articles for Illinois Libraries and other professional journals; that research in administrative history, exploitation of historical materials, and above all, a research approach to problems of archival technique are necessary. This seemed to appeal strongly to the Captain.

The candidate has had no courses in Illinois history nor any special training in state and local history.

All candidates for the doctorate are required to pass an examination to test their reading knowledge of two modern foreign languages. The candidate replied affirmatively when asked if he is able to handle French.

Rating on Educational Background, 90%.

#### Archival Experience.

Captain Mallam had only a few months experience at the National Archives before being inducted into the Army. He worked on classification of U. S. Department of Agriculture records, under Mr. Shellenburg, at that time, one of the most capable of the department heads at the National Archives.

Captain Mallam doubts his ability to pass a formal examination on archival technique based upon this limited experience. His comments and questions about various points as we toured the building and discussed the administration of the Illinois archives were keen and intelligent indicating an understatement as to his knowledge of the subject.

Rating on Archival Experience, 60%.

Other Experience.

No radio experience, but has used amplifiers in addressing Army personnel.

Experienced in making speeches and instructing Army personnel.

Has poise, a good voice and a convincing manner.

Experience in handling subordinates.

Rating, 90%.

Personality.

Good appearance, no physical defects, pleasing personality. His mature approach to matters discussed, his candor in discussing his deficiencies and his apparent intellectual integrity made a very favorable impression. There is nothing of the braggart about him, but a quiet self assurance. His attitude seems to be that of a realist, not an idealistic academician, something which is very important to the success and happiness of a government employee.

The only thing which could be found to be criticized was a slight odor of liquor, as if the candidate might have taken a cocktail to brace himself for an interview that meant much to him. We would want assurances that he is of temperate habit in general.

Personality rating, 95%.

The attention of the candidate was called to the short course on archives being offered in June by the National Archives and the Maryland Hall of Records. Captain Mallam would be interested in taking that course as a preparation for the written examination if he were assured that he was being seriously considered for this position. If the written examination could be deferred until July he would be able to pass the written examination. What he seems to need is an over all picture of archival work, which employees at the National Archives have not been getting because of the specialization of jobs there.

Not knowing who else are applicants nor what their relative qualifications may be, the Archivist is not able to make a definite recommendation that Captain Mallam receive the appointment. The only report possible at present is that she is favorably impressed with the candidate and considers him eligible.

Margaret C. Nodden  
Archivist  
Illinois State Library

**ARCHIVES ACCESSIONS**

**March 1946**

**Documents**

**Secretary of State**

**Index Department**

**Titles to State property (3 tracts)**

**6**



# **ARCHIVES REFERENCE**

March 1946

## **Routine Departmental Calls:**

### **Secretary of State**

#### **Corporation Dept.**

Annual Reports	138
Index Cards	99

Court of Claims	6
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#### **Executive Dept.**

#### **Records of State Officers**

Notary bonds	5
Notary petitions	9

Trade Marks	15
-------------	----

#### **Index Dept.**

Deeds to State property	1
Election Records	71
Enrolled Laws	23
Correspondence	40

Securities Dept.	20
------------------	----

General Assembly Records	20
--------------------------	----

Illinois Waterways Division	
Canal records	18

---

485

## **Historical, Genealogical, etc.**

Historical.	3
Genealogy	6
Archival Technique	2

---

11

## **Mail Inquiries**

Historical	3
Archival Technique	12
County Officials	1
Genealogy	12
State Records Commission	1
Miscellaneous	4

---

33

**Total**

**509**

# ARCHIVES CATALOG

March 1946

## Reference Catalog

### Analyticals

34th General Assembly, 1885 (including some for 33d G.A. and some miscellaneous)	743
--	-----

Cards withdrawn	<u>322</u>
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Total cards added	521
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### Name Index

Peoria County 1850 federal census (through letter "F")	2352
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Miscellaneous	45
---------------	----

New Guide Cards	53
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Cross References	<u>25</u>
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2475

Cards have been rearranged through the letter "H".

Work slips in process for 35th General Assembly.

# **VAULT ADMISSIONS**

**March 1946**

<b>Div. Architecture &amp; Engineering</b>	<b>4</b>
<b>Auditor of Public Accounts</b>	<b>30</b>
<b>Civil Service Commission</b>	<b>17</b>
<b>Dept. of Insurance</b>	<b>3</b>
<b>Liquor Control Commission</b>	<b>1</b>
<b>Supt. of Public Instruction</b>	<b>6</b>
<b>Dept. Registration &amp; Education</b>	<b>47</b>
<b>Div. of Rehabilitation</b>	<b>1</b>
<b>Secretary of State</b>	
<b>Court of Claims</b>	<b>1</b>
<b>Executive Dept.</b>	<b>23</b>
<b>Index Dept.</b>	<b>5</b>
<b>Securities Dept.</b>	<b>4</b>
<b>Supreme Court</b>	<b>2</b>
<b>State Treasurer</b>	<b>19</b>
<b>Div. of Waterways</b>	<b>2</b>
	<hr/>
	<b>165</b>

PHOTOGRAPHIC LABORATORY

March 1946

	<u>Photostats</u>	<u>Photographs</u>	
		Exposures	Prints
State Library	16		
Archives Dept.	22		
Corporation Dept.	33		
Secretary of State's Office		76	317
	<hr/>	<hr/>	<hr/>
	141	76	317

ILLINOIS STATE LIBRARY

ARCHIVES DEPARTMENT

Report for April 1946.

Accessions. The Index Department of the Secretary of State's Office deposited 15 documents relating to title to 2 tracts of land annexed to the Giant City State Park. We also received from them 50 documents relating to 1944 Senatorial District Organization (Election Records).

Departmental Vaults. Authorizations were issued and transfers made to the Departmental Vaults of the State Treasurer and Division of Vital Statistics, Department of Public Health.

Staff Work. The report on staff work this month is the "short and simple annals" of a short staff. The archivist has spent the entire month on the revision of name index cards for and the editing for publication of the St. Clair County marriage records. The checking of the register of licenses and marriages for the years 1807-10 is not completed. Lest it should seem that the detailed revision of Dr. Iben's work is taking too long, it may be noted that the indexes to the names in the marriage records alone comprise a trifle over one-third of the name index cards he produced in something over two years. Included in this revision are the decisions on the spellings under which the names are to be filed. Most of these cards must be retyped.

Mrs. McFadden spends all her time at the Reference Desk. She had hoped to be able to report that she had finished indexing the 1850 Federal Census for Peoria County. She has finished 328 pages of 336 pages. Between taking care of the keys issued

from the Reference Desk, doing all the research on genealogical inquiries received by mail, and being unable to use the reading machine while it is being used by patrons, she has had comparatively little opportunity to work at this indexing project. However she did make 1176 index cards for this Peoria census. She reports that she also checked requisitions for 260 records returned to Archives, filed 1944 Senatorial District Organization records (new accession), and checked 158 Vault keys in and out, besides of course, waiting on patrons.

Mr. Rountree has filed 198 drawers of Corporation reports (through the letter M) and 2000 Corporation index cards. He also made folders for and filed away 100 enrolled laws left in process by Mr. Hansen, rechecked the filing of some enrolled laws that had become disarranged, and relabeled 18 drawers of same and labeled 8 rolls of film for enrolled laws.

Miss Scheffler has spent most of the month preparing a new exhibit on the history of letterheads as shown in the Governor's correspondence. This will be not only an interesting exhibit but I have instructed her to try to write an Illinois Libraries article on the subject.

Richard Shipp has been promoted to new janitor. Thomas Shotton has succeeded Mr. Ingels as morning watchman.

One candidate for the Ph.D. degree, Miss Josephine Harper from the University of Illinois, has spent most of the month doing research in the archives for material on Governor Reynolds. She reported that she found much fresh material and said that our elaborate indexes had saved her much time.

Civil Service Examination.

Two present and one former member of the archives staff took civil service examinations for archives positions. Mr. Hansen had one of the 5 highest grades for all State Library positions, on his examination for photographers. Mr. Helm also passed this examination.

Miss Scheffler did not pass the examination for Document Archivist and Classifier. She does not qualify under the educational requirements for the position but the Civil Service Commission permitted her to take the examination. She says she is glad she took the examination because in preparation she read some archival literature she might not have studied, and she found out how much there is to learn about archives. I have not heard how many passed the examination. The Wisconsin State Historical Society is looking for a manuscript curator and has asked for the names and addresses of persons who qualified for our position in access of the member appointed. I have promised to try to get this information for them and would appreciate having the names after our appointment has been settled. It is my impression that not more than two passed.

No one applied for the position of field visitor for archives. I am rather glad that such was the case, for I know of no one who has both the necessary archival background and the ability to handle county officials tactfully. I think in a few years after the veterans have settled down and got more experience we shall be able to find someone. It would be better to let the position go by default than to try to overcome the handicaps

imposed by appointing someone who would antagonize county officials. Personally I always have and still do feel that it would be cheaper and just as satisfactory in the long run to spend an equivalent sum in sending our photographer from one county to another to photograph the older records which are after all, what we should be saving before the few that remain are completely lost.

#### The American Archivist.

The first (July) issue of The American Archivist under my editorship will go to press by the first of next week (about May 6). As was expected, the result will be a compromise between the type of material I was able to get and what I wanted. Since this work is done on my own time (except that I borrowed Miss Koval to write some letters and to retype one article) I suppose it is not necessary to report on this work to you. However, since Illinois Libraries is generally considered as an archival journal, it is of interest to the editor of that periodical to know something of the new editorial policy for The American Archivist.

There has been considerable dissatisfaction with The American Archivist on the part of the members of the Society of American Archivists. After much thought on the subject I have come to the conclusion that the trouble is that our contributors are writing for what would correspond to Library Quarterly, whereas what our readers want is a Library Journal. I am not getting very far to date in selling this idea to the people who write articles. For instance, the chairman of my committee to



solicit articles sent me air-mail just at deadline date, an article on the Confederate archives which would take up 45 out of my 64 page issue--just exactly the kind of article I don't want because we have had too many long scholarly historical articles already. I have a solution for this particular problem, however--serial publication or none. By writing several short things myself and even robbing Illinois Libraries of an article submitted for it (on Rebinding Record Books) I have managed to get together one issue of which I am not too much ashamed.

There will be no change in editorial policy for the Illinois Libraries section on archives unless otherwise instructed. I am getting exactly nowhere in efforts to get a series of articles on institutional archives analogous to those on special libraries. Just last week the Archivist for Northwest University (whose name I did not get) was in with a librarian from there. I asked her to submit an article on her work. She did not say yes and she did not say no, but I think she will not do it. I would like very much to get an article from the Chicago Title and Trust Company but do not have a suitable contact there. Do you have an "in" through Chicago friends?

I am thinking of the possibility of paralleling certain articles in The American Archivist in Illinois Libraries. For instance, I have a promise from Miss Weeks of the Chicago Bureau of Filing and Indexing to do an article on "Filing as a Profession" aimed at selling the State official the idea that the person who is a business illiterate is not per se a first class

file clerk. The head of the Filing Analysts Department of Remington Rand is doing a similar article for The American Archivist, neither knowing that the other is writing too. By publishing two articles on the same subject in two periodicals I will get two points of view but avoid monotony from their publication together. Just at present I am planning an article for Illinois Libraries on "The Handling of Manuscripts". This will be aimed at the librarian who gets a small collection of manuscripts and wants to know how to take care of it. I will take up such elementary things as the properties of paper and ink which cause deterioration and how that affects the way they must be handled, the preliminary processes of dusting and cleaning, treatment of mildew, how to unfold and put in folders, how to hold and turn pages in the safest way, etc. Recently The American Archivist carried an article on the unfolding of papers as done at the National Archives. My paper will be for the small institution with only a few manuscripts and no specialized equipment.

That we are probably on the right track here is evidenced by five requests for addition subscriptions to Illinois Libraries this month. There are only a limited number of archival topics of general interest suitable for discussion in Illinois Libraries, so suggestions for future articles will be welcome.

Respectfully submitted,

Archivist.

ARCHIVES ACCESSIONS

April 1946

Documents

Secretary of State

Index Department

Deeds to State Property

15

Election records

50

65

# ARCHIVES REFERENCE

April 1946

## Routine Departmental Calls:

### Secretary of State

#### Bookkeeping Dept.

Duplicate Payrolls	15
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#### Corporation Dept.

Annual Reports	122
Index Cards	64

#### Executive Dept.

Executive File	1
Executive Register	2
Land records	2
Proclamations	2
Records of State and County Officers:	
Notary Bonds	4
Trade Marks	17

#### Index Dept.

Deeds to State Property	2
Election Records	28
Enrolled Laws	30
Governor's Correspondence	3
Secretary of State's Correspondence	3

#### Securities Dept.

Closed Cases	12
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General Assembly	17
------------------	----

#### Dept. of Public Works & Buildings

##### Waterways Division

Map	<u>1</u>
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335

## Genealogical, Historical, etc.

### Historical

Reference Library	3
General Assembly	
Journal Indexes	7

# ARCHIVES REFERENCE (continued)

Secretary of State		
Executive Register	4	
Governor's Correspondence	25	
Miscellaneous	4	
Genealogical	<u>4</u>	47
Mail Inquiries:		
Archives Technique	22	
Genealogy	11	
Historical	3	
State Records Commission	<u>2</u>	
		<u>38</u>
Grand Total		420

# ARCHIVES CATALOG

April 1946

## Name Index

Peoria County 1850 census

1817

5125 cards refiled in the letter H. Cross references and guide cards inserted to be reported on when letter is completed.

# VAULT ADMISSIONS

April 1946

Div. of Architecture & Engineering	1
Auditor of Public Accounts	18
Civil Service Commission	34
Illinois Commerce Commission	3
Dept. of Finance	1
Dept. of Insurance	1
Supt. of Public Instruction	2
Dept. of Public Works & Buildings	1
Dept. of Registration & Education	48
Secretary of State	
Executive Dept.	20
Index Dept.	4
Securities Dept.	2
Supreme Court	3
State Treasurer	19
Div. of Vital Statistics	1
Div. of Waterways	<u>5</u>
	163

PHOTOGRAPHIC LABORATORY

April 1946

Photostats for:

Archives Department	161
General Reference Department	18
Corporation Department	<u>22</u>

201

Photographs

8 x 10	113
16 x 20	<u>2</u>

115



ILLINOIS STATE LIBRARY  
ARCHIVES DEPARTMENT  
Report for May 1946

Accessions.

The Index Department of the Secretary of State's Office deposited 12 documents relating to 3 tracts of land purchased for State parks; 50 documents concerning Senatorial Committee organization for 1944 (elections) and the House and Senate Journal for 1945.

The Adjutant General is microfilming for office use certain bonus and other records of World War I. These comprise 347 correspondence size drawers. The original records he thinks should be preserved probably indefinitely. We have agreed to take these records for the Archives and to let him transfer ten drawers at a time as the work progresses. He also proposes to transfer all his records up to 1941. Major Snell who is doing the preliminary surveys was one of our best editors on HRS and will see that the records come over in good order.

Departmental Vaults.

Records were authorized to be transferred to the following vaults this month: State Library, State Treasurer, Superintendent of Public Instruction, Department of Registration and Education.

The Corporation Department of the Secretary of State's Office took over the Correspondence Filing Department from the Index Department on May 22d. Departmental Vault 12 North Bays 3-8 are, therefore, now reassigned, to the Corporation Department.

Illinois Libraries

Reprints were made of the two articles on Photography for Libraries. 39 copies were sent to all State department heads. Dr. Sagen, Statistician of the Department of Public Health asked for a dozen copies to send to friends in other states. Three requests were received for subscriptions to Illinois Libraries.

Miss Weeks of the Chicago Bureau of Filing and Indexing has sent copy for her article on The Importance of Filing and the File Clerk. The third and last article on St. Clair marriage records is also ready. Thus the September and October issues have been taken care of.

We also have a promise of an article descriptive of the Northwest University archives by Miss Florence Stewart, archivist. I am anxious to get an article on the Chicago Title and Trust Company records but so far have no contact. I think either the Recordak or the Photostat people will be able to put me in touch with the right person.

### Equipment.

A sound movie projector has been added to the Photographic Laboratory.

### Conference Room.

Miss Alma Lundeen, Field Visitor for Schools held a conference in the room on Friday afternoon May 24.

Miss Ida Wright who is compiling a new edition of library laws has been using the room most of the month.

### Visitors.

The annual pilgrimage to the State House by the Chicago Y.M.C.A.'s University of Good Government took place Saturday morning May 4. A group of about 50 high school boys and girls who have been studying government all winter are brought to Springfield to visit State offices each spring. The Y.M.C.A. pays one-third of their expenses, Col. McCormick one-third and the students one-third. We enjoy showing this interested and interesting group through the building. Miss Scheffler assisted in the tour. We took them through in two groups one after the other.

### Staff Work.

I finished the revision of the indexing and editing of the Marriage records in the Perrin Collection. About half of the cards have been typed. (See Statistics).

Mrs. McFadden has finished indexing the Peoria County Federal Census for 1850 and has started on the Boone County Census, reaching page 10a. She wrote 1680 index cards during the month.

The Crawford County Commissioners' Proceedings, Vol. 1, 1817-24 which Miss Koval finished typing last month has been proof-read and filed. Miss Koval has about half of the first volume for DeKalb County typed.

I worked with Miss Wright two half days and several odd times on editorial problems connected with her index to the session laws.

Several days have also been spent working on the History of State Departments.

Mr. Rountree has finished filing the letter "S" in the Corporation Report file.

Miss Scheffler is finishing an interesting exhibit on historic styles of letter heads. She will also write an article descriptive of the exhibit.

Mr. Karl Trever of the National Archives wrote an interesting article on Local Archives and the Public Library which you may have

read in the March 1st issue of Library Journal. He suggested that librarians could and should concern themselves with the preservation of the older county records. To test the practicability of his suggestion for Illinois I compiled a list of counties of the State, giving the name of the county seat, date of establishment of the county and the number of volumes in the local library. As I had anticipated I found that the counties having the oldest records almost uniformly have weak libraries or none at all in the county seat. In other words, Mr. Trever's suggestion is not very practicable so far as this State is concerned. A copy of this compilation which I sent to him is attached.

Respectfully submitted,

Archivist

# ARCHIVES ACCESSIONS

May 1946

	<u>Vol.</u>	<u>No. Doc.</u>
Secretary of State		
Index Department		
Land titles		12
Election records		50
House Journal, 1945	13	
Senate Journal	10	
	23	62

ARCHIVES REFERENCE  
May 1946

Routine Departmental Calls	
Secretary of State	
Corporation Department	
Annual Reports	172
Index Cards	103
Court of Claims	2
Bookkeeping Department	
Duplicate Pay Rolls	23
Executive Department	
Land patents	1
Records of State & County	
Officers:	
Notary Bonds	2
Notary Petitions	3
Trade Marks	5
Index Department	28
Election Records	25
Enrolled Laws	13
Securities Department	24
	<hr/>
	381
General Assembly	
Genealogical Historical, etc.	
Genealogy	2
History	
Reference Library	4
General Assembly	64
Mail Inquiries	
Archives Technique	5
Genealogy	13
Historical	4
Miscellaneous	8
	<hr/>
	100
	<hr/>
	481

# ARCHIVES CATALOG

May 1946

## Name Index

### Perrin Collect

Marriage Records, A-K

1160

1850 Federal Census, Peoria County

8253

Cross References

1855

11,268

Guide Cards

338

# DEPARTMENTAL VAULT ADMISSIONS

May 1946

Div. Architecture & Engineering	2
Auditor of Public Accounts	15
Civil Service Commission	8
Illinois Commerce Commission	1
Department of Insurance	4
Supt. of Public Instruction	3
Dept. Registration & Education	52
Secretary of State:	
Executive Department	23
Corporation Department	2
Index Department	3
Teachers' Retirement System	3
State Treasurer	20
Div. of Waterways	4
	<hr/>
	140

PHOTOGRAPHIC LABORATORY

May 1946

Photostats

Photographs

Corporation Department

63

Enrolled Laws

28

Photographs

8 X 10 prints

369

16 X 20 prints

2

91

371



ILLINOIS STATE LIBRARY  
ARCHIVES DEPARTMENT  
Report for June 1946

Accessions

The Clerk of the House of Representatives sent over 9 bills and 2 documents belonging to the 1st special session of the 64th General Assembly, 1946.

The Index Department deposited 17 documents relating to titles to 4 tracts of land recently acquired by the State.

Departmental Vaults.

Records were transferred to their respective vaults by the following Departments: Division of Vital Statistics, Teachers' Retirement System.

Staff Work.

Miss Koval was absent on her vacation the first week of June, Mrs. McFadden the week beginning June 17. Mrs. McFadden was absent on account of illness all the rest of the Month.

Mrs. McFadden's illness meant that Miss Scheffler and I alternated at the desk, I taking either the first or the last hour of the day and Miss Scheffler's lunch time. Although there is nothing strenuous about the reference desk work, it did slow down our regular work. Miss Scheffler worked on the refiling of cards and I continued my work on the historical notes on State departments. I have kept thinking that each month would see this work finished, but I have got to the snags which are taking more time than I had anticipated. I hope to get this ready for final typing by the end of the summer.

Miss Scheffler has finished refiling in the Name Index thru "J."

Mr. Helm has spent most of his time working on Blue Book pictures. This has occasionally delayed State Library work, but we hope the peak of this special rush is nearly over.

Mr. Rountree has finished filing the Corporation reports and index cards for the year 1943, and has been checking over requisition files for returned items that for one reason or another did not get checked off. He is now engaged in unfolding and labeling the Enrolled Laws, having completed the years 1861-65. In the future these will come to us already unfolded and in proper folders. Getting these unfolded will not only prevent further wear and tear upon them, but save considerable time in making the microfilm copies.

Miss O'Neill who has been loaned to the Catalog Department since last autumn returned to the Archives the third of June. Both Miss Koval and Miss O'Neill are continuing the copy work on county commissioners' records. We now have the earliest volume for each of fifteen counties copied; several second volumes have also been finished and several volumes have been indexed.

#### Reference Work.

Mr. T.L. Agnew, working for his doctor's at Harvard is here working on a biography of Peter Cartwright. He has used the Sangamon County election records, the censuses and some of the Black Hawk war material and will go through the General Election records for Cartwright's years.

Mr. S. E. Quindry of the Department of Finance has been doing some research on Indians in Illinois. He has been using the Black Hawk war records and parts of my History of State Departments.

Dr. Hubert G. Schmidt and Mr. M.L. Flanigan of the State Historical Library, on request of Mr. Monaghan, have been given archives vault permits to allow them to work directly with the records of the Illinois War Council. They are to complete the work started by Stanley Erickson who resigned as historian to the Council two years ago. Some of the records seem to have gone to the Historical Library, and these will be transferred to us.

Dr. Schmidt is also finishing the editorial work on the Historical Library's Collection of Black Hawk War papers. I have been telling Mr. Monaghan that I thought our small collection should be included; now they have decided to do so. We are making phostatic copies of our records for their use.

Miss Lorene Anderson of the staff of the Kansas State Historical spent two days here working on her family history.

Genealogists from Decatur and Macomb also used the census records in person. We keep no record of persons who consult the Name Index. Only four genealogical inquiries came through the mail this month.

Mr. Nelle of the Division of Sanitary Engineering appealed to us for aid in preparing slides for an illustrated lecture. Mr. Hansen left a half completed film in the Recordak and Mr. Helm has been afraid to touch it for fear of ruining the work. Mr. Nelle said he had made films with the Leica if we would let him use ours. He purchased and developed his own film and finally made the copy on our Photorecord Camera under the

surveillance of Mr. Helm. As soon as this Blue Book rush is over Mr. Helm must start experimenting with the Recordak.

Staff Scheduled.

The staff returned to the staggered schedule June 17th.

Respectfully submitted.

Archivist

ARCHIVES ACCESSIONS  
June 1946

Secretary of State: Index Department

Documents

Title to State lands

17

General Assembly: Clerk of House

Bills

9

Reports

2  
26

ARCHIVES REFERENCE  
June 1946

Routine Departmental Calls:

Secretary of State:

Corporation Department

Annual Reports	57
Index Cards	24
Index Volume	1
Court of Claims	

Executive Department

Commissions	3
Executive Files	6
Notary Public	1
Trade Mark	1

Index Department

Enrolled Laws	16
Elections	1
General Assemble	<u>2</u>
	119

Genealogical, Historical, etc.

Genealogy	31
History	33
Miscellaneous	1
Archival Technique	<u>2</u>
	67

Mail Inquiries

Archival Technique	4
Genealogy	4
Historical	2
Miscellaneous	<u>3</u>

Total	<u>13</u>
	199

**ARCHIVES CATALOG**  
**June 1946**

**Name Index**

**Perrin Index**

**230 Cards**

**--"Le B"**

**DEPARTMENTAL VAULT ADMISSIONS**  
**June 1946**

Department of Agriculture	1
Auditor of Public Accounts	13
Civil Service Commission	1
Illinois Commerce Commission	5
Illinois State Historical Library	1
Department of Insurance	1
Division of Parks & Memorials	2
Supt. of Public Instruction	2
Department of Registration & Education	47
Secretary of State:	
Court of Claims	2
Corporation Department	4
Executive Department	24
Securities Department	1
Supreme Court	1
Teachers' Retirement System	2
State Treasure	22
Division of Waterways	3
	<hr/>
	132

PHOTOGRAPHIC LABORATORY  
June 1946

	<u>Photostats</u>	<u>Photographs</u>
Corporation Department	116	
Index Department	4	
State Library	10	
8 x 10 Photographs		90
8 x 10 Copies		10
16 x 20 Photographs		2
	<hr/> 130	<hr/> 102



ILLINOIS STATE LIBRARY  
ARCHIVES DEPARTMENT

Report for July 1946

Accessions. 5 binders and 1 folder of Illinois War Council Records were added by Miss Howard, including photographs of members, 4 binders of minutes 1944-45 and 1 binder of Civil Protection program notes. It now appears that a considerable amount of material collected by Dr. Stanley Erickson when he was Historian for the Council was sent to the Illinois State Historical Library. Dr. Schmidt of that institution who is working on the war history is recommending that this material also be sent to the Archives when the historical work has been completed. I have not discussed this matter with Mr. Monaghan but assume that he will be agreeable.

The Adjutant General has transferred the first fifteen of 347 drawers of World War I bonus material, letters A-Bas. As explained in my report for May 1946, this material is being microfilmed for office use, but the charred originals are being sent to us for permanent preservation. When and if we get a lamination machine these records would be suitable materials for lamination. Work preparatory to the transfer of the rest of the military records has been temporarily halted by the reorganization of the National Guard. I am assured that the records are definitely earmarked to come.

The Executive Department of the Secretary of State's office was the only one to transfer records to a departmental vault--pardon and parole records. Mr. Charles Wegshoft, departmental

clerk assigned to a desk in this office, is a candidate for sheriff of Morgan County, and is taking a leave of absence beginning August first.

The Department of Registration and Education needs additional vault space for its registration of professional license records. One bay next to their vault has been assigned to the Department of Public Welfare which has never used the space. The Governor's office is of course trying to get us to do the reassigning. Correspondence on this matter will be found in our departmental vault files. Unfortunately I was unable to locate copies of the original correspondence between the Secretary of State and the Governor on this subject, but think I have written a letter to Mr. Harman of the Department of Registration and Education that will clarify the situation.

Staff Work. Mrs. McFadden returned to the office part time the first two weeks of the month, for full days the latter part. Miss Scheffler and I have therefore been at the Reference Desk a considerable proportion of the time. So far as my own work went I was able to arrange work which did not materially interrupt my schedule.

Miss Scheffler has finished a very interesting exhibit on Letterheads which she had started before Mrs. McFadden's illness took her away from the work. The letterheads cover the period 1854-1900 and 496 samples are shown, grouped historically under subjects. At least one letterhead collector has visited and commented upon the exhibit. Miss Scheffler is preparing an article on the subject for Illinois Libraries.

I am still struggling with my bibliography of subjects dealing with State administration through the year 1943. This has grown to eight volumes and I think is worth the time I have spent on it because I can answer questions over the phone that used to take me days to look up. Unless something unexpected takes me away from the work I hope to have it ready for typing by the first of September.

Mrs. McFadden has been doing the lookups on genealogical mail, but has temporarily discontinued the indexing of census records. She is unfolding and refiling 1903 General Assembly House Bills.

Mr. Rountree is unfolding and labelling enrolled laws, now working on the year 1869. He has also done certain other filing and refiling.

Visitors. About 25 students from the Junior College Summer School visited the State Library including the Archives Department on Tuesday July 23d.

Dr. Ortega Ricaurte, Archivist of Colombia, was to have visited us over the week-end of August first but wired at the last minute that his trip to Springfield was cancelled. I have not yet heard the reason for this.

Visitors registered from 17 States, the District of Columbia, Canada, Cuba and 34 Illinois cities and towns, much like the old pre-war times.

Reference Work. Most of the reference work was routine in nature and we had no thesis students this month.

Departmental Notes.

In addition to the staggered hours in effect all summer, beginning the first of July, the staff has been given alternate Saturday mornings off.

Respectfully submitted,

Archivist

# ARCHIVES ACCESSIONS

July 1946

	<u>Vol.</u>	<u>Doc.</u>	<u>Drawers</u>
Illinois War Council	5	74	
Adjutant General			
World War I Bonus Records			
A-Bas			15

# **ARCHIVES REFERENCE**

July 1946

## **Routine Departmental Calls**

### **Secretary of State**

#### **Corporation Dept.**

Annual Reports	101
Index Cards	27
Fee Books	5
Correspondence	1

#### **Bookkeeping Dept.**

Duplicate Pay Rolls	10
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#### **Court of Claims**

#### **Executive Dept.**

Notary Bonds	7
Official Bonds	1
Trade Marks	9

#### **Index Department**

Enrolled Laws	24
Election Records	5

#### **Securities Dept.**

Closed Cases	7
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#### **General Assembly**

8

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206

#### **Genealogical, Historical, etc.**

##### **Historical Library**

Checks on military records for	55
Miscellaneous Historical	5

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60

#### **Mail Inquiries**

Archives Technique	6
Genealogy	8
History	6
Miscellaneous	11

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31

**Grand Total**

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297

ARCHIVES CATALOG

July 1946

Cards

Name Index

St. Clair County

Marriage records.

Perrin Collect.

L-Z

989

# VAULT ADMISSIONS

July 1948

Auditor of Public Accounts . . . . .	8
Civil Service Commission . . . . .	4
Illinois Commerce Commission . . . . .	2
Dept. of Insurance. . . . .	2
Liquor Control Commission . . . . .	1
Dept. of Registration & Education . . . . .	47
Secretary of State	
Corporation Dept. . . . .	6
Court of Claims . . . . .	1
Executive Dept. . . . .	14
Securities Dept. . . . .	3
Supreme Court . . . . .	1
Teachers' Retirement System. . . . .	1
State Treasurer. . . . .	26
Division of Waterways . . . . .	1



PHOTOGRAPHIC LABORATORY

July 1946

Photographs

65 shots

242 - 8 x 10 prints

1 - 16 x 20 print

4 - 11 x 14 prints

247

Photostats

Archives

142

Corp. Dept.

104

246

Total

493

ILLINOIS STATE LIBRARY  
ARCHIVES DEPARTMENT  
Report for August 1946

Accessions:

The Adjutant General transferred World War I Service Compensation Claims, drawers 16-77, Letters Bat - D. The last shipment has not yet been receipted for so the statistics show only transfers of drawers 16-46.

The Index Department has filed title records on the Shawneetown State Memorial (548 documents); quit claim deed for receiving vault of Lincoln's Tomb (1 document); 4 volumes of election tabulations, 1 volume record of official names of cities, towns and villages, 1 volume index to miscellaneous bonds; and 4 bills from the Clerk of the House for the first special session of the General Assembly 1946.

The Corporation Department deposited 5 volumes of corporation indexes fees, etc.

Departmental Vaults. The following departments filed records in their departmental vaults: State Library, Civil Service Commission, Illinois State Examining Board for Teachers.

Most of the departments have now reached the limit of their filing equipment capacity. You will remember that the Governor got an appropriation to equip his vaults but as an economy measure let part of the appropriation lapse. The most economical procedure would be to have one appropriation to finish equipping all the vaults. The Auditor of Public Accounts and Clerk of the Supreme Court are interested in a big way. the Attorney General has no equipment at all, though he has not indicated an interest for several years - probably the present Attorney General does not know he has a vault. Most of the departments under the Governor need from one to a dozen pieces of equipment each. About one-third of the Archives proper is not yet equipped. The question is, will the Secretary of State include purchase of all this equipment in his budget (including the headaches over specifications and quality) or should the interested departments get together and have this put in the budget for the Department of Public Works and Buildings which has the facilities for letting the contract and handled the two previous major contracts? Or shall we encourage the respective departments handle their own contracts at a higher unit cost and at the risk of getting the building filled with poor quality of equipment which does not conform to specifications and is wasteful of space?

The departments are asking for advice on how to handle this budgetary problem and I would appreciate it if you could discuss this with Mr. Barrett and get his instructions as to how I am to answer the question.

To the departments who need more departmental vault room and whose records cannot come into the Archives proper because of the nature of use, I say that all space in departmental vaults has been allocated and we cannot give them any relief until the State Library Building is completed. I tell them if they want more space to get behind Mr. Barrett and you in your efforts to get the building. I assume you approve of the "plugging" for the State Library Building.

### Personnel.

Mrs. McFadden was operated on for a tumor of the <sup>brain</sup> neck on August 24. She was away on vacation for a week prior to that and for two days of the week before. She is getting along well, but this is her second major operation in about four years, so I do not expect her back to work for some time.

Miss Lucille Koval, stenographer, resigned, effective September 1, but took the second week of her vacation the last week of August. She is to work for the Division of Assistance to Crippled Children, University of Illinois.

### Staff Work.

Because the staff has been evaporating so rapidly of late, it is about all Miss Scheffler and I can do to keep the Reference Desk going. Each of us spends approximately half of her time there. The time I am away from the Reference Desk does not mean I am sitting at my own desk, for since Mr. Wetherbee left much of the "leg work" devolves upon me - unusual reference work, miscellaneous checking on minor repairs, calls to the Receiving Room, etc., take a good deal of time. I don't mind this but merely cite it as a reason why I have little to report as accomplished. Actually I have worked overtime nearly every day. Fortunately the Reference Room work has been slow this month, so I was able to carry on some work on the bibliography of state departments and to write one paper for Illinois Libraries - the one entitled "Writing with a Feather."

Miss Scheffler finished the exhibit on Letter Heads and has been writing an article on the subject.

Mr. Rountree has unfolded and relabelled the Enrolled Laws through the year 1874. I stopped him at that point

because we are running low on folders. A requisition for folders was made the first of July, so I hope we can soon resume this work. Mr. Rountree has also been checking our charge out file, something which should be done at least annually but which we have not been able to do since Mrs. Nelson left. Mr. Rountree has also taken over Mrs. McFadden's work of search for genealogical inquiries received by mail. He has also started indexing the 1850 federal census records, taking up where Mrs. McFadden left off. It will be a long time if ever before she is able to use the Reading Machine.

Miss Koval finished typing the county commissioners' records for DeKalb. county, volume 1, before she left, but this has not yet been proof read. Miss O'Neill has likewise finished the commissioners' records for Clinton County, volume 1. Those records for DeWitt County, vol. II, 1839-53 has been proof read.

The Photographic Laboratory continues to be a serious bottle-neck to efficient service. I hope that the second photographer can be appointed before long, because the calls from the "Front Office" continue to take most of Mr. Helm's time. As an example of our problem, on July 3d the Historical Library requested copies of a number of documents needed for its projected publication regarding the Black Hawk War. Dr. Schmitt who has been working on this all summer is leaving this week, but Mr. Helm has still not been able to finish the work. I am not blaming Mr. Helm, but citing this as an example of how handicapped we are without a full time photographer for the State Library work. It would help if I could be notified when Mr. Helm is to be away from the Laboratory, for I could plan better for work for him which people ask me to get done.

#### Reference Work.

The most important research work we have had done in the Archives this summer has been this Black Hawk war study.

The Waterways Division has done some preliminary work on the canal records in anticipation of some river surveys anticipated by the U. S. Army Engineer - I suppose in connection with the proposed system of flood control for the Illinois River.

#### Archives Building.

The east half of the Public Catalog Room has been assigned to the Drivers' License Department for files.

### State Fair.

The Archives Department of the State Library did not exhibit any of its own work this year, but we furnished personnel for the State Library exhibit. Miss Koval and Mrs. McFadden went out one day each and Miss Schaffler four days. They worked one Fair shift each day, but did not report for their regular duty on those days. The State Library kept open afternoons all week, except that on Thursday we were permitted to operate with a skeleton staff after 11 A. M. This staff being a skeleton all the time, we operated with part of a skeleton. Miss O'Neill and Mr. Rountree worked from 8:30 A. M. to 1 P. M., while Mrs. McFadden and I took the afternoon shift. I was also here in the morning.

### Visitors.

192 visitors registered from 10 states and 43 Illinois cities and towns. Of course only a small per cent of our visitors register.

Respectfully submitted.

Archivist

# ARCHIVES ACCESSIONS

August 1946

	<u>Vol.</u>	<u>Drawers</u>	<u>Page.</u>
Adjutant General			
World War I Service Compensation			
Claims. Drawers #16-45		31	
Secretary of State			
Index Department			554
Title Records			
Election Records	4		
Names of Cities	1		
Index to Bonds	1		
Corporation Dept.			
Fee books, etc.	5		
General Assembly, 1946			
Clerk of House Bills			4
	11	31	558

# ARCHIVES REFERENCE

August 1946

Routine Departmental Calls		
Secretary of State		
Bookkeeping Dept.		
Duplicate Pay Rolls	3	
Corporation Dept.		
Annual Reports	87	
Index Cards	39	
Executive Dept.		
Executive File	1	
Criminal Records: Pardons	1	
Record of State & County		
Officers:		
Oath of Office	1	
Trade Marks	2	
Index Dept.		
Election Records	5	
Enrolled Laws	18	
Securities Cases		
Closed Cases	2	
General Assembly		
Miscellaneous	5	
Vetoed Bills	2	
Illinois War Council	1	
Waterways Div.		
Chippewfield Report	2	166
Genealogical, Historical, etc.		
Genealogy		67
Federal	6	
State Census	5	
Name Index	7	
Historical		
County Records	1	
Name Index (Hist. Lib.)	40	
History State Depts.	2	
State Portraits	1	
Miscellaneous	5	
		<u>233</u>
Mail Inquiries		
Genealogy	7	
Miscellaneous	4	
	<u>11</u>	<u>11</u>
Grand Total		<u>244</u>

ARCHIVES CATALOG

August 1948

Catalog Card

1



# DEPARTMENTAL VAULT ADMISSION

August 1946

Div. of Architecture & Engineering	1
Auditor of Public Accounts	7
Civil Service Commission	6
Illinois Liquor Control Commission	1
Dept. of Public Works & Buildings	1
Dept. of Registration & Education	41
Secretary of State	
Corporation Dept.	2
Executive Dept.	6
Supreme Court	1
State Treasurer	14
Div. of Waterways	<u>2</u>
	62

PHOTOGRAPHIC LABORATORY

August 1946

Photographs	212 prints
Photostats	
Corporation Department	86
Archives	166
Laboratory	<u>23</u>
Total photostats	275

ILLINOIS STATE LIBRARY  
ARCHIVES DEPARTMENT  
Report for September 1946

Accessions.

The Adjutant General's Office has deposited an additional 60 drawers of World War I bonus records, through the letter Go.

Departmental Vaults.

The following Departments have transferred records to their vaults: Teachers' Examining Board, Registration and Education.

Staff Work.

Miss Scheffler was away on her vacation the last two weeks of September so I spent all my time at the reference desk, using Miss O'Neill as lunch hour relief. One day I had to borrow Miss Gaffigan as I was here all alone. I don't remember having had that experience for many years - certainly not since we moved into the Archives Building. Miss Scheffler and I have been alternating at the desk all summer, with a minimum of two hours and a half there apiece each day. Fortunately the reference work has been comparatively light so that we have been able to do our regular work there. I had set my heart on finishing the History of State Departments before leaving on my vacation, but this desk work (not suited to the nature of that work) and the work on the I.L.A. convention won't permit me to achieve that goal.

Miss Scheffler is spending all her time on the refiling of the name index. She has finished through the letter L.

Mr. Rountree has taken over the search work on census records, formerly done by Mrs. McFadden.

Mr. Worthey has been cooperating with us in working out a more satisfactory check on "out" records for corporation cards and reports. Reinstatement or cancellation of charters causes pulling cards and reports from our files and refiling elsewhere. When the clerk requisitioning the record tells us it is not to come back we so mark the charge and don't worry about it. When we don't get a statement to that effect the charges pile up. Often "out" records are returned with annual accessions of new records and get filed back without a discharge. Other records pile up in desks in the State House. There has been carelessness in this office as well as over there. We always checked on "out" with the department every six months, but since Mrs. Nelson left I never found

time to do it and Mr. Wetherbee never "got around to it." Now Mr. Rountree has worked down the out charges remarkably, the Corporation Department has brought back piles of records and reports on records not to be returned. The Corporation Department at last sees the necessity for what I have long advocated, namely, funnelling all charges through one person, <sup>who can</sup> ~~see~~ that a closer tab on who has what and see that everything is returned or reported "not to be returned" as quickly as possible. We do not have all the wrinkles smoothed out yet, but will have <sup>so</sup> soon, and I would call that the most important thing we have accomplished this month.

Mr. Rountree is anxious to keep up his typing, so I have started him on the county commissioners' proceedings typing. He has finished typing 24 pages of the 1st Douglas County volume. Miss O'Neill is typing on the History of State Departments.

Mr. Rountree has also started working half days on the 1850 federal census index. He reports 656 families indexed in Boone County (has reached p.27 of that county.)

#### Reference Work.

Fewer genealogists are writing in for census records, but many of these are repeats who say "since you didn't find the name in such and such a county, please check the adjacent county". That means we have to check several counties to give a negative answer. We intend to get this census indexed as rapidly as possible, but there are an estimated 5000,000 names, so we have quite a task ahead - probably less than 10% done to date.

Mr. Ted Agnew, a graduate student at Harvard, writing a biography of Peter Cartwright, accompanied by his <sup>who</sup> typed for him, spent two weeks here in September. They used our legislative and election records, and remarked that they could never have hoped to get through our records if they had not been so minutely indexed. Sometimes we seem to be spending an enormous amount of time in compiling our indexes, but the number of times they are consulted, often without a proper statistical note being recorded, gives no indication of the time they save the searcher. I wonder sometimes whether the larger statistics of some other archival institutions are not in inverse relation to the amount of checking eliminated by good indexes.

This coming winter I hope to concentrate on bringing our card catalog up-to-date.

As miscellaneous pieces of "service" I might mention the following: Several queries by the Sesqui-Centennial Committee of the First Methodist Church of Springfield, both as to historical data and methods of caring for their old

records. I have sold at least one member of the committee on the idea of depositing with originals in the Historical Library. (That institution takes church archives but we don't). A second "service" was fumigating some pelts for the State Museum.

### Photographic Laboratory.

Twice during the month we have had to turn down requests for microfilm copies of records in the Archives. Mr. Agnew wanted several rolls of films taken. We finally allowed him to bring in a man who had had many years of experience with microphotography and we allowed that man to use our Photorecord under Mr. Helm's supervision.

Several years ago the State D.A.R. records committee asked permission to have their members copy for Constitutional Hall the Mortality Schedules of the 1850-80 federal censuses. I persuaded them that microfilming and not copying would be the thing. (Couldn't you imagine Grant Wood's ladies sitting around our reference room for months, copying those records?) Now they have put this microfilm project in this year's budget. You may recall that we promised to do the microfilm work for them if they would furnish the film. I explained that circumstances have changed since we made the promise, and that we do not now have a microfilm man and I do not know when or if we are to get one.

Mr. Helm is anxious to learn to use the Recordak, but is unwilling to risk doing something that might damage the machine. He would like to have Mr. Campbell or Mr. MacDonald demonstrate the Recordak to him the next time either comes. Of course he witnessed the original demonstration but would like fresh instructions. How he could do our microfilm work when he cannot keep up with our photostating I would never know. Perhaps the regular photographic work will slow down.

### Staff Notes.

Mrs. McFadden left the hospital on September 9th, not because she was able to come home but because of the housing shortage there. She is now able to be out a little and to take short walks, and is to return to St. Louis this week for a check-up with her physician.

Miss Frances O'Neill has signed up for the In-Training refresher course for stenographers.

Walter Jackson, one of our janitors, was dismissed September 14. So far he has not been replaced.

### Archives Building

The Civil Service In-Training Class on Social Welfare

Administration meets in the Conference Room every Thursday from 4 to 6.

Visitors.

Mr. Brigham, Indiana State Librarian, accompanied by Miss Pierson, archivist, Mr. Pierre and Mr. Clay, Architects and Mr. Lombard of Art Metal, visited us September 30 to study the Illinois Archives Building for ideas for their proposed State Library reserve storage - Archives addition.

Respectfully submitted,

Archivist

**ARCHIVES ACCESSIONS**

**September 1946**

**Adjutant General**

**World War I Bonus Records**

**- 60**

**60 drawers**

# **ARCHIVES REFERENCE**

**September 1946**

<b>Routine Reference Calls</b>	
Bookkeeping Department	
Duplicate Pay Rolls	3
Corporation Department	
Annual Reports	46
Index Cards	30
Correspondence	1
Executive Department	
Land Patent	1
Notary Bonds	2
Trade Marks	4
Index Department	
Election Records	2
Enrolled Laws	4
Title Records	1
General Assembly	2
	<hr/>
	93
<b>Historical, Genealogical, etc.</b>	
Black Hawk War Material	3
Name Index (for Hist. Lib.)	38
Federal Census, 1820	1
Federal Census, 1850	2
Federal Census, 1860	1
Federal Census, 1880	1
H.R.S. Inventories	7
Fulton Co. Board Proceedings	2
Elections Records	4
History State Departments	1
Sangamon Co. Election Returns*	281
House and Senate Journals	24
House Bills, 1828/29	10
House Bills, 1832/33	2
General Assembly Miscellaneous.	
1828/29	7
General Assembly Miscellaneous.	
1832/33	9
Journal indexes	20
Revised Statutes	1
	<hr/>
	424
<b>Mail Inquiries</b>	
Genealogy	3
Archives Technique	2
History	1
	<hr/>
	6
	<hr/>
<b>Grand Total</b>	<b>625</b>

\*Statistics for this piece of research compiled as follows:  
number of folders (not documents) and volumes, produced  
each day. Most of this material was produced more than  
once, but the basis for counting was the daily reference  
room receipt.



ARCHIVES CATALOG

September 1946

Nothing to report

**PHOTOGRAPHIC LABORATORY**

**September 1946**

**Photographs**

**222 prints**

**Photostats**

**Corporation Department**

**105 photostats**

# VAULTS ADMISSIONS

September 1946

Division of Architecture & Engineering	2
Auditor of Public Accounts	4
Civil Service Commission	6
Illinois Commerce Commission	7
Illinois State Historical Library	1
Department of Insurance	1
Motor Fuel and Tax	1
Supt. of Public Instruction	4
Department Registration & Education	42
Secretary of State:	
Corporation Department	3
Executive Department	9
Securities Department	3
Teachers' Retirement System	1
State Treasurer	30
Division of Waterways	<u>5</u>
Total	119

ILLINOIS STATE LIBRARY  
ARCHIVES DEPARTMENT

Report for the Biennium Ending September 30, 1946

Ten years ago there were only two archives buildings in the United States - the National Archives and the Maryland Hall of Records. Both of these buildings were just completed and neither institution was comparable in size and scope to the Illinois archives. It was with much trepidation, therefore, that both architect and archivist awaited the verdict to time to tell whether or not the Illinois Archives Building would prove adequate in size and efficient in operation.

It is a matter of gratification, therefore, to be able to report that the Illinois Building not only satisfied us, but is reputed to be the best planned and equipped archives building in the country, even including buildings erected later than ours. In fact, it was to this building that the National Archives planned to send its greatest treasures in case evacuation become necessary on account of the war. Archivists have come here from many other states and from half a dozen foreign countries and the State Architect has been asked to supply plans and specifications to a number of states contemplating new buildings, also to architects in Cuba and Brazil. The State Department recommends to all foreign archivists that they visit Springfield and within the biennium we

have had visitors from Brazil and Canada.

The Archives Department of the Illinois State Library has been called upon this biennium to give more than casual assistance to other states planning archival agencies, notably to New Jersey, New York, Oregon, Vermont and Washington; and to advise concerning archival building projects in Indiana, New York and Vermont. We assisted the Third Hospital Order of St. Francis to reorganize their provincial archives and drew up a classification scheme for them. Several other religious organizations and many state archivists consulted us on archival problems.

The unique feature of the Illinois Archives Building is the system of departmental vaults which permits state departments to have the physical and moral protection of the Archives Building for important legal documents which for one reason or another cannot be transferred to the archives proper but which must be retained under the immediate jurisdiction of the respective departments. It was difficult to estimate the amount of space to be allotted to these departmental vaults. Would the fact that the semi-current records would be housed in a building some distance away from the main office deter departments from using those vaults? To what extent would such vaults do away with those musty

dirty basement and attic storerooms which not only fail to give adequate protection to the records but also add a marked fire hazard to the Capitol?

The Archives Building has now been occupied for eight and a half years. Most State departments now retain in their <sup>own</sup> ~~only~~ offices only the records in daily use and records subject to periodical destruction. It is estimated that less than ten per cent of the State records which would be acceptable for transfer are still retained in Capitol and other office building vaults. Included in this ten per cent are the records of the Adjutant General's office to World War II, now being processed for transfer to the archives proper.

As was anticipated the various departments prefer to keep their records in their departmental vaults as long as space permits. The theory was that as those vaults became crowded, the older records would be transferred to the archives vaults. Large quantities of such transfers have already been made. What was not realized, however, was the volume of records, such for example as those pertaining to professional licenses, which would have to be retained indefinitely under the immediate jurisdiction of the respective departments to which they belong.

There is very little unused space left in the departmental vaults. Needed expansion must come very soon through additional vault space created by the completion of the State Library Building of which the present Archives Building is only the first unit. Some of the vaults, both in the departmental vault section and the archives section of the building are not yet completely equipped. As a war emergency measure some of the departments were allowed to bring in temporary equipment, provided it was steel. This substitute equipment, generally discards from storerooms, is inefficient in operation and wastes up to and sometimes more than one third of the available space.

An appropriation for the coming biennium should provide for completing the equipping of all vaults in the building. There are now the equivalent of 248 four drawer high cabinets in temporary use and room for 833 additional legal size six drawer high legal size filing cabinets in the departmental vaults and for 969 such cabinets in the archives vaults. These figures give a false picture of the amount of available space in the departmental vaults because the distribution of this space is uneven. Included in the estimate are three vaults for which there is at present little or no modern equipment.

Several other departmental vaults, already practically full, present a serious problem for future expansion. Parenthetically, it should be explained that this estimate is not a request for the purchase of all legal size cabinets. The fact that two legal size cabinets fit between each of the column uprights in the vaults makes that a convenient unit of measurement. Actually, equipment must be tailored to fit the type of records to be filed in each piece.

When the program for the Archives Building was being drawn up, the late Edward J. Hughes, then Secretary of State, stipulated emphatically that the office space provided should be so laid out that it would be impracticable for the building to be used for any other purpose than for archival work. In 1945, just a month before all motor vehicles operators' licenses for the State were to expire, the Automobile Department lost its lease in the downtown building it was occupying. No other space could be obtained, so very reluctantly the new Secretary of State, the Honorable Edward J. Barrett, was forced to order the State Library to vacate all the rooms on the first three floors at the east end of the Archives Building.

"C'est la guerre" and we are not complaining - much - but both the Automobile Department and the



Archives Department realize keenly how punctiliously Mr. Hughes' instructions had been carried out. No report on the activities of the Archives Department for the past biennium could be made without showing how its program had to be curtailed and modified for adaption to this joint occupancy of the building.

The most serious aspect of the situation is a critical increase in fire hazards. It has been necessary for the Automobile Department to take over in addition <sup>one</sup> ~~the~~ floor of the departmental vault section, and to keep a force of workers there during office hours. It is proving increasing difficult, if not impossible, to enforce regulations against smoking in the building, especially in the case of employees who quite naturally resent being forced to work in windowless vaults. Other State officials who entrust the safety of their most important records to the Secretary of State <sup>object to</sup> ~~resent~~ this situation, and there are bound to be political repercussions.

Another difficulty comes from having a number of persons working continuously in vaults intended to be visited only occasionally by only a few people. Doors intended to be kept closed at all times must be left open all day. The result has been the complete disruption of the air-conditioning system for

for all the vaults in the building. Carelessness on the part of these employees about bringing in candy, food and soft drinks has required constant vigilance against infestation by insects, and necessitates frequent spraying with a dangerous cyanide preparation, other sprays having proved inefficacious.

The loss of three floors of office space has meant condensation to the point of inefficient archival service. The Illinois Documents Department of the State Library, formerly located on the first floor at the east end and connected to the archives reference room by the public catalog room, and therefore conveniently located for its close reference connection with archives work, has been the greater sufferer from this move. Miss Dorothy Bailey who is in charge of the Illinois Documents Department is reporting her side of the problem. The Archives Department has had to give up three and a half floors of its vaults to house this collection. All its reserve stock of shelving is in use for these library books, so that the last accession of archival material has had to be laid on the floor, there being no equipment available. Records on floors cannot be kept clean nor readily produced for patrons. In addition we

have had to give up the office of the Assistant Archivist who was in charge of the reference work. Our seminar room which was assigned to scholars doing extended research work or to persons wishing to use a typewriter, had to be assigned to Miss Bailey as her office. In addition her assistant has desk space in our present workroom.

For an archives staff workroom we are using the archivist's workroom <sup>planned as a place</sup> where she could spread out work in process and leave it and where she gave individual instructions to new staff members. The staff members have to get in and out of this office by way of the archivist's private office which means that she is subject to constant interruption during conferences and when trying to do work which requires concentration. The only entrance now on this floor to the freight elevator and to the special vault in which the more valuable but frequently consulted legal records are kept is through a toilet room which causes endless embarrassment to everyone.

These are mere inconveniences. More serious is the loss of space for working on bulky collections of records. The ordinary space standard for offices - one desk per employee - is utterly inadequate for archival work. Most records by the time they come to the archives are apt to be in fragile condition.

and generally the more fragile they are the more disordered is their arrangement. Such papers should be handled as little as possible which means that it is necessary to spread them out over considerable areas while they are being processed. It is not unusual for one clerk to require half a dozen tables for sorting. Two projects in process at the time the archives workroom was lost were the refiling of early Secretary of State's correspondence and of the Cahokia records from St. Clair county. This latter collection of some 6000 manuscripts dating from 1737 to 1810 came in unusual confusion and we still do not have a satisfactory inventory of what is included.

Fragile manuscripts should be repaired as soon as received, for the care of manuscripts might be compared to that of teeth. A tooth treated in time will last indefinitely, but if it is neglected too long one not only loses that tooth but adjacent teeth also become infected and lost. The same thing happens to decaying manuscripts. The Archives Department has been unable to do any binding for ten years and no manuscript repair work for four years. A competent binder-repair specialist and a laminating machine should be provided for in the new budget.

Like all other archival institutions Illinois has had severe losses of personal during the last

biennium and so far has been unable to find competent staff replacements. Within the last year we have lost the Assistant Archivist, the Field Visitor for Archives, the Research Assistant <sup>and the</sup> ~~and the~~ Microfilm Photographer. This shortage was further aggravated by a six months' illness of the reference desk clerk. A competent file clerk in charge of archival vaults was added to the staff last spring to fill a vacancy of several years' standing. The causes for these staff shortages are easily explained. Archives work is a comparatively new and small profession and during the war there was little if any recruitment to the work. The small salaries offered do not attract the right persons. Three times since last March the Illinois State Library has thought it had found the right person for the job of Assistant Archivist, only to be outbid by teaching positions paying more than we could offer; teaching, supposedly the poorest paid of all professions! Now that the veterans are again available for civilian work and the archival training program at American University is in full swing, it should soon be possible to build up a first class staff for the Illinois archives. This, the <sup>or</sup> longest of any of the state archival establishments, cannot get the right people just on the basis of prestige - we must offer adequate beginning and advancement salaries.

Fortunately for our reputation the Archives

Department of the Illinois State Library has been able to coast along on the momentum afforded by its earlier work. The existing indexes and other finding media and the long familiarity of the archivist and older staff members <sup>with the work</sup> probably fairly well concealed from the public the inefficiency of having to spend hours searching in records for information which could have been produced in split seconds if we had had time to index the material properly. An example is the census records. Our early census records have been indexed and we can answer questions over the telephone from our name index. The 1850 federal census for Illinois, we have so far been able to index for only five counties. Our statistics do not reveal how often we have to apologize to our patrons for being unable to help them because they did not know the county in which the persons about whom they sought information, were living in 1850, and we cannot take the time to hunt through half a million names for them. Many persons, including some archivists, feel that genealogists absorb too much time which should be devoted to "more valuable work." We feel that it is our duty to be able to produce information from records in our custody and that it is not for us to pass judgment upon the nature of the requests made by taxpayers.

Although we have listed the difficulties under which the Archives Department has labored these past two years, we do not feel that we would be justified in using that as an apology for having accomplished nothing. As a matter of fact, we feel that this archival agency has made tangible and substantial progress. The prestige of the Illinois Archives in the archival world has been touched upon in the opening paragraphs. To this might be added the fact that the archivist was president of the Society of American Archivists for two terms, 1944 and 1945 and that she became editor of the American Archivist, the professional quarterly of that Society beginning with the July 1946 issue. Incidentally, none of this editorial work is done on State time. In addition, both the Assistant State Librarian, the Field Visitor for Archives and the archivist have served on the Society's committees.

Eighteen articles on archival subjects were published in Illinois Libraries during the biennium. Of these twelve were written by the archivist, three by other members of the archives staff and three by outsiders. In addition the archivist had book reviews published in Library Quarterly and the Mississippi Historical Review and editorials published in Library Journal and the American Archivist. The

The Archivist also spoke before several civic clubs.

The most important matter to report is the fact that the Archives Department seems now to be taken for granted by other State departments. The large proportion of State records now on file here (mentioned above), the increasing tendency to transfer records directly to the archives vaults instead of to departmental vaults, and a voluntary seeking of counsel on record problems attests this. Perhaps the most tangible proof of this willingness to accept suggestions from us came in the form of an invitation from the State Civil Service Commission to participate in its In-Service Training Program. The archivist presented a short, non credit course on Record Creation before a group consisting principally of chief clerks, head file clerks, departmental secretaries and other persons concerned with records from thirteen State departments. The smallest attendance, at the first meeting, was forty - three, the largest sixty-five. The five lectures were subsequently enlarged upon and published in Illinois Libraries. An outline of the course was published in Illinois Libraries for April 1945 (Page 231).

The State Records Commission, created in 1943 to act as an ex officio body to make recommendations to the General Assembly as to the destruction of State records which have no further value, held a number of



meetings during the biennium, resulting in the passage of acts permitting ~~a number~~ <sup>several</sup> State departments to discard considerable quantities of dead material. The archivist is <sup>not official</sup> president of the Commission and the State Librarian is a member.

Although there is nothing in the law which prohibits State officials from going directly to the General Assembly for permission to destroy records, there are obvious advantages of being able to say to legislative committees considering their request, "Don't take my word for it - here are four other State officials who back my judgment." A 1945 act gives the Records Commission certain jurisdiction over the quality of microfilm copies being substituted for the original record.

This request that the Archives Department, through the short course, advise State Officials in relation to the creation of records and the Public Records Commission Act which recognizes its interest in the final disposition of the records, implements the theory that the archivist has a participating interest in the State's records from the time they are created until they are either deposited in the archives or destroyed as useless. Contrary to popular belief, the modern archivist is not interested in "saving everything" <sup>and</sup> ~~but~~ in seeing to it that adequate records are made <sup>and</sup> ~~but~~ also in preventing wasteful accumulations

1

through scientific study of what records are needed and automatic weeding of records as they become obsolete.

One other law further implements the work of the Archives Department. The sponsors of the 1945 act setting up machinery for destruction of useless county records permitted us to write in amendments which require that the State Librarian must be notified of hearings on proposed destruction of county records; that no county record created prior to 1870 may be destroyed; requiring the State Library to accept custody of such county records before 1870 if deposited and requiring it to furnish the county with suitable photographic reproductions for working copies.

In July 1943 a Field Visitor for Archives was appointed to give consultant service on record problems to counties. This was, somewhat to our surprise, welcomed by county officials, and the program attracted considerable attention throughout the county. In May 1945 we lost our Field Visitor and have suspended the program until we can find just the right person as a replacement. Perhaps the most striking accomplishment was the microfilming of all the records to date of Alexander and Pulaski counties as a demonstration project to get an idea as to the cost, time and other factors involved. The Alexander County Board felt they should have their records

microfilmed as insurance against loss because their court house is not fireproof and they<sup>all</sup> had been several incendiary fires in Cairo. The Pulaski county records were microfilmed because they were beginning to fade after having gone through the flood of 1937. The State Library loaned its camera and photographer; the counties paid for the film and the photographer's expenses. The film is filed in the film vault at the State Archives, its use restricted to subject to orders of the County Board.

The Archives Department made several important contributions to its finding media only two of which are cited here as examples. The most valuable of these is the completion of the so-called "History of State Departments," ~~in nine~~ <sup>and filed in nine</sup> typed ring binders. This compilation gives notes and citations to session laws on the development of the functions of every board, commission, elective officer and department of Illinois government, tracing them back even as far as origin in the old Northwest Territory. Bibliographies of laws on subjects impinging upon State administration whether the laws were administered by the State or locally, give, in effect, a subject index to a large part of all session laws and bring Gross' Index to the Laws 1818-1869 down to date. This compilation enables the Archives Department to serve as a central information on all phases of

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State Government and is used constantly by State officials. In fact, much of the compilation resulted from research in certain phases of their work, done from time to time at the request of various departments.

All documents in the Perrin Collection for the period 1737 to 1801 have been translated and calendared. The St. Clair County marriage records from 1763 through July 1810 have been compiled and published in Illinois Libraries in the May, June and October 1946 numbers.

The major part of the Illinois archives reference work continues to be done for other State departments. Of 9,038 reference calls in the biennium, 77,29 requests or close to 80 per cent, were what we call "routine departmental requests." Normally the proportion of such routine calls would run higher. Several extended pieces of research boosted the total of historical and genealogical calls. The fact that the federal government refused all genealogical reference during the war brought to us an unusual number of calls for the use of our copies of the 1840 and 1850 federal census schedules. It must also be admitted that qualitatively some of the historical reference work takes much more time than routine calls which generally are for specific records. Most historical research stopped during the war, at least so far as our reference work was concerned. Since the war we have had as yet only two visitors working here on their doctoral theses.

The Illinois State Historical Library worked in the War Council records in preparation for a history of the State's participation in the war, and took copies of all records in the archives on the Black Hawk war to be included in its forthcoming volume of source materials on that subject.

3025 departmental vault admission slips were signed at the reference desk in the two years. These figures do not include those for the vaults of the Automobile Department and Division of Vital Statistics both of which keep full time clerks in their vaults, nor for the bays of the State Library and Private Office of the Secretary of State, keys for which are not kept at the desk. No other record is kept of the number of records consulted in or removed from their departmental vaults.

Respectfully submitted

Archivist

ILLINOIS STATE LIBRARY

ARCHIVES DEPARTMENT

Report for October 1946

Accessions. The Adjutant General added 86 drawers of Soldiers' Bonus Records, through the letters "Leve." 5 documents relating to land titles were deposited.

Departmental Vaults. The Executive Department transferred Notary Public Bonds to its vault.

Staff Work. I was away from the office on vacation and attending the annual meeting of the Society of American Archivists from October 14 to November 8. This report may prove incomplete, made as it is immediately upon my return and before I have caught up all the threads. Miss Scheffler was in charge of the office during my absence. Mrs. McFadden is still absent on sick leave so Miss Scheffler was at the Reference Desk all month.

The Fiftieth Anniversary meeting of the Illinois Library Association was held October 10 to 12. Miss Scheffler worked on the trip to New Salem and I on the advance registration, which last, together with relief work at the reference desk took most of my time the two weeks prior to my vacation. Since I was able to attend only the dinner meetings, I am making no report on this convention.

Mr. Rountree was out Saturday November 2 and Monday November 4 on election duties.

Miss Scheffler reports that the routine reference was comparatively light just before the election, but that genealogical mail was unusually heavy. Some of this has not yet been cleared, the letters having been merely acknowledged. This genealogical research took the major part of Mr. Rountree's time.

Mr. Rountree reports 1872 index cards added for the Boone County Federal Census for 1850. He has also started the reindex the Secretary of State's Correspondence for 1925. This is filed numerically and originally had a two volume alphabetical index. The second volume of this index was never received by the Archives Department and has been missing for many years. Mr. Rountree is making a new and rather simplified index for the letters H-Z, for which he has so far made slips for only 488 letters.

## Visitors

107 persons signed the register from 33 Illinois cities and towns, 15 states and Canada. I note that part of these register sheets were dated September, but these are reported here since they have not previously been noted.

## Society of American Archivists

The Assistant State Librarian and the Archivist attended the tenth annual meeting of the Society of American Archivists and of the American Association for State and Local History meeting at the National Archives October 24-26. I left the middle of the afternoon the last day, also missed the morning session of that day. For me this was an exceedingly busy meeting. As editor of the American Archivist I am an ex officio member of the Council, which held two sessions. I also held an editorial board and editorial staff meeting. In addition I had to make many contacts on editorial matters and spent much time in conference with divers and sundry persons, giving most of one morning to Dr. David Duniway the new Archivist of Oregon who brought many questions to ask me. For these reasons I do not feel that I could write an adequate report on the meeting for Illinois Libraries as I promised to do. Such a report by Dr. Bahmer of the National Archives, chairman of the program committee, will appear in the January issue of the American Archivist.

That is one reason why I do not wish to make the report. A more cogent reason is that, despite what looked like an exceptionally good program, I was distinctly disappointed in many of the papers, I was rather distressed about that and inclined to wonder if I had gone too stale to appreciate them. Since the conference, however, I have heard the same comment from several others. One trouble was that most of us archivists, tired from extra-work because of short staffs and too close adherence to routine business, came to the convention seeking inspiration, but hardly in a fit mood to give any uplift to others. It would be a mistake to assume that I got nothing out of the meeting for I did. Instead of the article on the conference I have written one, based upon questions we have been asked, giving advice on the organization of a new state archival agency.

The outstanding paper, to my mind, was that by Dr. Fritz M. Marx of the U. S. Budget Bureau who talked on my favorite thesis: "The Role of Records in Administration." The formal discussion on this paper was also outstanding.

I looked forward to the program over which I was to preside the same afternoon, in which Mr. Eddy of North



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Carolina and Mr. De Valinger of Delaware were to discuss the duty of the State archivist towards other state officials, and towards county archives, respectively. Mr. Eddy's paper gave a rather mild suggestion that the state archivist should concern himself with modern as well as ancient records and should endeavor to give service to his fellow officials. He made one sarcastic remark to the effect that it is a mistake to assume that the primary duty of an archivist is to be a flunky to mink clad dowagers seeking their buckskin forefathers. The newspapers pronounced gleefully upon this, but the archivists were distinctly "not amused." Some of them acted as if they disagreed with Mr. Eddy. In discussing Mr. Eddy's paper Dr. Duniway plead for more archival literature descriptive of techniques, helpful in training personnel. He particularly mentioned the need for a simple manual on making inventories. He surely knows about the H R S manuals which certainly are aimed the lowest feasible level of workers. I echoed his plea for practical articles to be published in The American Archivist, but all the time the frivolous thought of the old negro's advice about training animals kept running through my mind, "you is gotta know more dan de mule, sah." Archivists have to get their hands dirty, but the young ones don't want to do so.

Mr. De Valinger talked about his success in collecting early county records under the recent Delaware act which empowers the state archivist to seize non-current county records. He listed the reasons why local records should be centralized at the capital, then said, "I suppose there are some reasons why county records should not be centralized, but I just cannot think of any." Mr. Skordas of Maryland, leading the discussion, corroborated what Mr. De Valinger had said, citing Maryland's experience. Miss Kelly of Alabama jumped to her feet and asked a question, "You are collecting county records back of 1700 only. What is your policy with respect to later records? Our Alabama records are comparatively recent, and some of them, notably the land records, must be considered current records no matter how old they are. Our state is large and I question whether the county officials would stand for the inconvenience of having to send over a hundred miles to the capitol every time they wanted to consult a record. Do you expect to demand the deposit of later records when you have finished collecting those of the 17th century?" From the expression on Mr. DeValinger's face it was obvious that he had never even thought about it. Mr. Skordas got up and stuttered out something about Maryland's intention of getting all the 18th century records too. Somebody (Van Schreeven of Virginia, if I remember rightly) said smugly, "we accept county records up to the year 1868."

I then called upon Mr. Corey of New York to explain the New York procedure of encouragement of local care and the probable new Onondaga County archives building at Syracuse. His remarks were so concise and pointed that it made the formal discussion sound flat and dated. There was further discussion by several members, including President Buck and Miss Rogers. To sum up my own reaction, I would say that it is high time we archivists stopped trying to make other officials fall in with our own program, and to find out what they want and need from us.

There were other very good papers. One by Herbert E Angel entitled "Records, Plaintiff, vs. Scholars, Defendants" given the first morning and which I missed, was discussed perhaps more than any other paper. As nearly as I can figure out, the gist of it was students complain that we hand them out bulky undigested masses of material with inadequate finding media. The archivist retorts that the average student comes ill prepared - he is not familiar with background material, with the printed sources in his field, and he has no technique in the art of using bulky source materials. Dr. Buck says the paper was directed to the wrong group, and wants it printed in the American Historical Review rather than in The American Archivist.

One session was devoted to the subject of wrapping and photography in World War II, and I wish Dorothy Bailey could have heard the papers, for they might have been helpful to her. The presidential address (Solon J. Buck) had to do with the Archives of the United Nations and other international bodies.

The joint dinner of the two associations was a continuation of the discussions of past years on the subject of training of archivists and historical society directors. Karl Trever gave a factual account of archival training and Herber Kellar a similar account of training for historical society work. Neither offered any concrete suggestions. You will recall that a joint committee has been working for several years on Miss Josephson's suggestion for a system of training through internships.

The luncheon on Saturday had for the speaker Dr. Carl E. Guthe of the New York State Museum who gave some very practical suggestions for small museums and exhibits. The Saturday morning papers I missed for a conference with Mr. Duniway of Oregon, followed by conversations with various archivists. Part of the Saturday afternoon meeting I missed because of train time. The first paper was by historian of the National Park Service. He pointed out that there are grave dangers to some of our national shrines through inability

to control some of the surroundings - for instance, an unsightly tourist camp will intrude on the view from the Gettysburg cemetery. The second paper was by Thomas T. Waterman an architect who told us in a delightfully informal manner of some of his experiences in restoring old Virginia homes. He also did the restoration work at Morristown, New Jersey which we have visited.

Respectfully submitted,

Archivist

**ARCHIVES ACCESSIONS**

	<b>Drawers</b>	<b>Documents</b>
<b>Adjutant General</b>		
<b>Service Compensation Records</b>	<b>66</b>	
<b>Gran - Leve</b>		
<b>Secretary of State: Index Dept.</b>		
<b>Land titles</b>		
<b>Algonquin Dam</b>		<b>4</b>
<b>Kaskaskia State Parks</b>	<hr/>	<hr/>
	<b>66</b>	<b>5</b>

**ARCHIVES REFERENCE**  
**October 1946**

<b>Routine Departmental Calls</b>	
Secretary of State	
Bookkeeping Dept.	1
Corporation Dept.	
Annual Reports	112
Index Cards	49
Correspondence	5
Executive Dept.	
Notary Bond	2
Payroll, 1911-12	
Index Dept.	
Enrolled Laws	24
Enrolled Laws Index	1
Election Returns	1
Securities Dept.	
Closed Cases	5
Waterways Div.	
Chipperfield report	2
	<hr/>
	202
<b>Genealogical, Historical, etc.</b>	
Genealogy	4
History	
General Assembly Record	4
Name Index (Hist. Library)	15
History State Departments	2
Miscellaneous	11
Mail Inquiries	
Genealogy	15
Archives Technique	2
History	2
Miscellaneous	12
	<hr/>
	62
	<hr/>
<b>Grand Total</b>	<b>273</b>

**ARCHIVES CATALOG**

**October 1946**

**Name Index refiled thru letter "M"**

**Slips for Boone County Federal Census**

**1850 will be reported upon when**

**entire county finished**

**VAULT ADMISSIONS**

Department of Agriculture	1
Div. of Architecture & Engineering	3
Auditor of Public Accounts	20
Civil Service Commission	8
Illinois Commerce Commission	6
Dept. of Public Works & Buildings	1
Department of Insurance	2
Supt. of Public Instructions	1
Department of Registration & Education	44
Secretary of State:	
Corporation Department	4
Executive Department	8
Securities Department	5
State Treasurer	39
Div. of Waterways	<u>7</u>
Total	149

**PHOTOGRAPHIC LABORATORY**

**October 1946**

**Photostats**

**Corperation Department**

**107**

**Photographs**

**8 x 10 prints**

**254**



ILLINOIS STATE LIBRARY  
ARCHIVES DEPARTMENT  
Report for November 1946

Accessions

6 documents relating to three tracts of land acquired by the State were transferred by the Index Department.

The Adjutant General transferred an additional 36 drawers of bonus records covering the letters Levi-McLar.

The Director of the Department of Agriculture as President of the State Soil Conservation Board transferred 6 cartons of petitions for the creation of soil conservation districts and landowner lists required to be kept under the 1937 act.

The annual Corporation reports for 1944, comprising approximately 50,000 for profit reports and 10,000 not for profit reports, have been received.

Departmental Vault.

The State Treasurer was the only department transferring records to their vault. Miss McNamara and Mr. Wilder of that office have worked all month in the vault reorganizing the files and making a new inventory in preparation for the accounting to the new State Treasurer.

Staff Work.

Miss Scheffler and I have continued to alternate at the Reference Desk. She reports rearranging the Name Index through the letter "M" and preliminary filing Boone County 1850 census cards.

Mr. Rountree made 703 name index cards for the 1850 Boone County census, but the total count will not be given in the statistics until the county is completed. This indexing will have to be suspended until the corporation reports have been filed away. Mr. Rountree also made 534 index cards for the 1925 Secretary of State's Correspondence, a project described in the October report. He has checked microfilm and original copies for 32 counties, censuses of 1840 to 1865 in preparing replies to 21 letters about genealogy received during the month.

I have at long last completed my magnum opus, the history of Illinois departments through the year 1943 (125 years of statehood.) This comprises nine volumes of closely written notes on every phase of State administration, elaborately cross indexed and with full bibliographies of the laws relating to all subjects upon which State departments impinge, including not only the laws enforced by State agencies, but those laws on the subject enforced earlier or parallel to State enforcement. I have dropped my earlier plan to publish this in condensed form. Such a publication I have reason to believe would be immensely valuable, but I do not think I would be justified at present in taking the time to iron out the inconsistencies which would mar a printed copy but which do no harm in a manuscript reference index. In effect this volume will serve as an index, not to the revised statutes as they exist today, but to a large proportion of all State laws from territorial days to date. I append a copy of the Preface which explains the scope of the volumes.

At present I do not plan to try to make additions to those volumes from session to session. A supplement might be compiled about once every five years. The revised statutes can be used between times. There are too many thousand items included to make it practicable to make additions directly to this volume, though I shall probably be making notes from time to time.

Three copies are being made - one for the archivist's office, one for the archives reference library, and the third copy perhaps for Miss Bailey. Because of the large number of figures and other typing difficulties, it is not practicable to try to make more than two carbons.

Because this work, in its latter phases, was good reference desk work, I have concentrated on finishing this task, and have let a number of odds and ends accumulate - chiefly proof-reading. I had planned to clear my desk of those things this month, but have decided instead to get a cataloging job done, namely some work in the Illinois and Michigan records which are to be used by a graduate student during Christmas week. With Mrs. McFadden back I will now for the first time since Miss Scheffler has been here, be able to work directly with her and get her broken in on archival cataloging. Her experience at the reference desk should have been helpful to her in getting the archival point of view on cataloging.

#### Archives Visitors.

Mr. C. C. Zantsinger of Zantsinger and Borie, Philadelphia Architects, spend parts of two days in Springfield November 20 and 21. Mr. Zantsinger is helping the Pennsylvania Governor

draw up the program for the new Pennsylvania State Museum and Archives Building. The two are combined under the present program, but Mr. Zantsinger, who has built a number of museums, he says, is aware of the complete diversity of needs for the two types of building and is planning in terms of two buildings. The State building committee consists of one of the Biddles and a young man from one of the old Main Line families--neither of whom would seem competent to program an archives building. I would guess that Dr. Stevens, the State Historian and Col. Shoemaker the Archivist, had urged him to visit me to try to give him some idea of what archival requirements are. He is a delightful social companion, a man of close to seventy, I would say, but I wasn't too much impressed by him as an architect. For one thing, he did all the talking when we went through our building and his report which he sent me to criticize didn't indicate that he had got too much out of the visit. His favorite building is the Indianapolis Public Library which is known to librarians as the building which has the loan desk in the drafty lobby, with catalog and reference room twelve steps higher and no connection between loan desk and stacks. He was condescending towards our Victorian architecture, thinks Immaculate Conception Cathedral pretentiously gawdy, prefers the old State House with the present first floor, didn't want to go into the Tomb after he had seen the "hideous" exterior. (I dragged him in and he was impressed.) About the Lincoln Home he remarked, "I am glad I saw it, but just because it is the shrine to a great man. Isn't it unfortunate that all your historic places in Springfield fall into that period of execrable taste in American life?" He poked fun at my admiration for the Telephone Building and State Armory. The only thing he seemed really to like was the St. Paul's group, which he called "Lovely--simply lovely." All in all, we had a delightful time talking architecture, but I don't think he is much interested in archives.

Respectfully submitted

Archivist

ARCHIVES ACCESSIONS

November 1946

	Documents	Drawers
Secretary of State		
Corporation Dept.		
Reports	60,000*	
Index Dept.		
Title Records	6	
Adjutant General		
Bonus Records		36
Agriculture Department		
Soil Conservation		
District Records		6
	<hr/>	<hr/>
	60,006	42

\* Estimated 14 drawers

# ARCHIVES REFERENCE

November 1946

## Routine Departmental Calls

Secretary of State	
Bookkeeping Dept.	
Duplicate Pay Rolls	10
Corporation Dept.	
Annual Reports	143
Fee Book	2
Index Cards	21
Index Volumes	1
Executive Dept.	
Executive File	1
Proclamations	2
Index Dept.	
Elections Returns	1
Enrolled Laws	15
Insurance Dept.	
Annual reports	3
General Assembly	10
	<hr/> 209

## Historical and Genealogical

Genealogy	
1820 State Census	1
1840 State Census	1
1840 Federal Census	1
1850 Federal Census	3
1855 State Census	2
1860 Federal Census (Mortality)	1
1865 State Census	2
Historical	
Session Laws	2
Name Index	7
Archival Technique	2
	<hr/> 22

## Mail Inquiries

Archival Technique	2
Genealogy	21
Historical	8
Miscellaneous	8
	<hr/> 39

Grand Total

270

**ARCHIVES CATALOG**

**November 1946**

**No statistics**

# VAULT ADMISSIONS

November 1946

Div. Architecture & Engineering	1
Auditor of Public Accounts	10
Civil Service Commission	2
Illinois Commerce Commission	5
Dept. of Insurance	5
Dept. of Registration & Education	38
Secretary of State:	
Corporation Department	1
Executive Department	2
Securities Department	1
Court of Claims	1
Teachers' Retirement System	1
State Treasurer	35
Div. of Waterways	<u>4</u>
	108

**Photographic Reports**

**Nov. 1946**

**282 - 8 x 10 prints**

**24 - 4 x 5 "**

**6 gal. Dev.**

**116 - 5 x 7 "**

**9 " Hypo.**

**8 - 16 x 20 "**

**Photostats**

**Corp. 107 4½ gallons Hypo.**

**Lib. 79 5 " Dev.**



ILLINOIS STATE LIBRARY  
ARCHIVES DEPARTMENT  
Report for December 1946

Accessions.

The only accession number assigned during the month was for title papers relative to Red Hills State Park in Lawrence County.

The Insurance Department is transferring annual reports, but we have not issued receipts as yet since the deposits are incomplete.

Accessions numbers for the year 1946 were numbers 240 to 279 inclusive.

Departmental Vaults.

Records have been transferred to Departmental Vaults by the following Divisions: Vital Statistics, Department of Public Welfare, Department of Registration and Education, Secretary of State's Executive Department, and State Treasurer

Staff Notes

Mrs. McFadden returned the first of the month, after a long leave of absence occasioned by an operation. She worked afternoons and Saturday mornings this month.

The Illinois State Library was honored by an invitation to the archivist to serve on the Advisory Commission on the New York State Archives. The other two members are the Librarian of Congress and the Archivist of the United States. The Commission has been asked to hold two sessions of two days each. The first meeting, at library, is to take place some time in January.

I have also been notified that I am ex officio a member of the Committee on Bibliography of the Society of American Archivists.

Mr. C.F. McHenry, formerly of the Operators' License Division has been appointed to Mr. Wegehoft's job in the Executive Department, and has taken over Mr. Wegehoft's desk in the Secretary's room. Mr. McHenry is an older man, quiet in his ways, and fits in very nicely.

The office closed at 4 P.M. the days before Christmas and New Year's, respectively. Half the staff were off the half week before Christmas, half the half week following Christmas. I do not know of anything that has pleased the staff so much for a long time, for always some have got off to go out of town while those who had to stay "grouched" about being "put upon." This time everyone had time off and was grateful for it.

#### Reference Work.

Mr. Jennings of the Library of Congress, who was here several years ago Microfilming House and Senate Journals called one day on his way back home. He expects to be back some time during the late spring or summer to Microfilm early State documents - a part of the project described in the last Proceedings of the National Association of State Libraries. He is very enthusiastic about the checklist of Illinois documents prior to 1850 and says it would be a great help to him if he could have a microfilm copy of the file. Unfortunately Mr. Helm does not know how to run the Recorder and doesn't have time to do any archives work anyhow. He feels it would be better to have Mr. Campbell show him about the operation of the camera before experimenting with such an expensive apparatus. Mr. Campbell has not been in for some time.

A biennial report was filed in the middle of the month.

Miss Mildred Werner, a graduate student at the University of Illinois spent part of the Christmas vacation here working on a Master's thesis on the history of the Illinois and Michigan canal. Like all others who have worked here on the subject, she copied the "Documentary History of the I & M Canal" prepared some years ago by the Waterways Division. She was not interested in other documents we have after seeing that. Why should she be? It is all there. Someday I am going to write an article on these subjects in Illinois archives that are less trite and haven't been worked out. Among the canal records are volumes which list every boat that ever went up and down the canal, giving a list of the cargo, ownership of the boat, home port, etc. I doubt if there is another waterway in the world that has such a complete record. There are several doctoral theses there, but so far I cannot interest anyone in those records.

Two persons expecting to file election contests for election to the General Assembly used records of similar contests in preparing briefs.

Other reference work diminished in accordance with the annual holiday slump.

### Staff Work.

The most important work going on right now is the filing of the annual corporation reports. Mrs. McFadden got back just in time to help with this work. The work will go faster this year because Mr. Rountree will not be new to the work as he was last year. He reports that all the 1944 reports have been alphabetized, the for-profit corporation reports filed thru the letter A; all numbers through the letter M pulled and filed away.

504 Boone county federal census (1850) index cards were written in the month, making a total of 520 cards.

Miss Scheffler reports that 4525 cards in the letter "M", name index, have been rearranged.

The typed copy of Clinton County Commissioners' Records, Vol. A, 1828-35 has been proofread and filed.

Work has been resumed on cataloging series in the archives. Although it will take a long time to catalog all the canal records in detail, we are typing and filing short form entries for them - that is, the information given in the shelf list, consisting of the title, number volumes and states covered, with secondary cards. Nearly all the canal records have now been cataloged in this short form and tentatively classified, so we no longer will have to consult the receipt every time we have a call for a record. 187 series have been so cataloged.

Next we shall revise our history cards and add cross references from our History of State Departments and bring our completed open entry cards down to date. As a preliminary to continuing with the cataloging we shall check our inventory. I have found a number of discrepancies between the three copies we keep. We hope to get all series except probably those in the Perrin Collection, completely cataloged this year, and to have at least short - form entries for every series by the end of February. This probably, however, is wishful thinking, for I still have a large backlog of proof-reading and odds and ends jobs. Miss Scheffler has done analyticals but no series cataloging as yet. Her reference desk experience will make it easier for her to grasp the basic differences between archival and book cataloging.

**Archives Building.**

The Civil Service In-Training Class is still using the Conference Room.

The State and Federal Nutrition committees held a two day meeting here on December 16 and 17.

Respectfully submitted.

Archivist

**ARCHIVES ACCESSIONS**

**December 1946**

**Secretary of State**

**Index Department**

**Title records**

**6 documents**

**1 case**

**ARCHIVES REFERENCE**  
**December 1946**

<b>Routine Departmental calls</b>		
Secretary of State		
Executive Dept.		
Criminal records: Commutations		2
Records of state and county		
offices: Notary bonds		2
Corporation Dept.		
Annual reports		80
Index cards		36
Index Dept.		
Enrolled Laws		4
Election records		5
General Assembly		20
Illinois and Michigan canal		3
Insurance Dept.		
Annual reports		2
		<hr/> 154
<b>Genealogy. History. etc.</b>		
Genealogy		3
History		51
Canal records	40	
History State Depts.	3	
General Assembly	7	
Bank records	1	
Illinois Documents Study		1
		<hr/> 55
<b>Mail Inquiries</b>		
Archives technique		10
Genealogy		8
Miscellaneous		4
History		3
		<hr/> 23
<b>Grand Total</b>		<b>232</b>

ARCHIVES CATALOG

December 1946

Illinois and Michigan canal records

187 Series Cards

720 Catalog Cards

1 Withdrawal

# DEPARTMENTAL VAULT ADMISSIONS

December 1946

Department of Agriculture.....	1
Div. Architecture & Engineering.....	1
Auditor of Public Accounts.....	10
Civil Service Commission.....	3
Illinois Commerce Commission.....	3
Department of Insurance.....	3
Supt. of Public Instructions.....	1
Dept. of Public Welfare.....	5
Dept. of Registration & Education.....	41
Div. of Vocational Rehabilitation.....	1
Secretary of State:	
Executive Department.....	16
Securities Department.....	3
Supreme Court.....	2
State Treasurer.....	29
Waterways.....	2



Photographic Reports

Dec. 1946

322 - 8 x 10 prints

32 - 16 x 20 "

16 - copies - 62 prints

210

Photostats

Corp. Dept. 68

Library

8 gal. Dev.  
12 " Hypo.

10 gallon Dev.  
9 " Hypo.

ILLINOIS STATE LIBRARY

ARCHIVES DEPARTMENT

Report for January 1947

Accessions

The Secretary of the Senate filed the records of the Illinois Veterans' Compensation Commission which reported to the special session of the 64th General Assembly in 1946.

The Index Department of the Secretary of State's office filed miscellaneous 1946 election records to be added to those already here, some resolutions of the 1946 General Assembly turned over to them, the oaths of office of members of the 1947 General Assembly and real estate title records on five pieces of property recently acquired by the State.

The Adjutant General completed the transfer of the applications for soldiers' bonus for World War I. From a sentimental point of view these files are of great interest to the Archives Department, because it was the partial destruction of these records (along with others) in the 1934 State Arsenal fire which gave the final impetus for the erection of the State Archives Building. The Adjutant General thinks it will be necessary to refer to these records frequently for precedents in carrying out the World War II bonus act, so he has had the records microfilmed for his own office use. He feels and I am inclined to agree with him, that the originals should be preserved because of their sentimental as well as their historical and potential genealogical interest; also because they establish the legal justification for payments made. When and if we get a lamination machine this should be our first repair project. These records are badly charred and very brittle and in only a few years will completely disintegrated unless taken care of promptly.

The Illinois Veterans' Compensation Commission filed not only its formal report to the 1946 special session, but also a complete file of proceedings and working data. This material was transferred to the archives by the Secretary of the Senate.

Departmental Vaults.

Records were transferred to their vaults by the Departments of Public Works and Buildings, Treasurer and Executive Departments.

I notice that one of the Front Office boys seems to be filled with stationery supplies. These were brought in without my knowledge which is of less importance than the fact that they were not fumigated first, and that type of material is frequently infested. I assume that this is supplies for the low license numbers handled by Mr. Barrett personally. Would it be possible to hint that it might be desirable to give the archivist an opportunity to cooperate when material is taken to this vault?

The New York visitors wanted to see a sample vault so I took them to a Secretary of State's vault. Unfortunately they looked not only at what I showed them, but in every bay. They made sarcastic remarks about violation of regulations by my own superiors, meaning the Front Office boy and the State Library boy (in the latter there being several cartoons sitting on the floor.) Actually those cartoons have been there for months, but I "lied like a gentleman" and said they were still in process of transfer.

#### Building Notes.

The Conference Room was used on the following occasions: Civil Service In-Training Class, on four Thursdays; District Librarians' Conference, on January 10. The Delphi Club met in the Archives Building to hear a lecture on modern letter-heads and to see our display, on the evening of January 13.

The building storeroom has been divided by wire mesh and painted. The duplicating typewriters have been installed there temporarily.

A wire mesh partition has also been built in the Receiving Room to enclose the entrance to the freight elevator, and a watchman assigned to that room to prevent unauthorized use of that elevator. Mr. William Jordan is the new watchman. The value of this locked space was demonstrated the first day when one department did not get its records out of the fumigator and another department brought in records. We were able to set the fumigated records to one side while the fumigator was reloaded. Otherwise the new records would have had to be returned to the departments or else left out in an unprotected room.

#### Staff Work.

Much of my own time during the month was spent on proofreading copies of House Journal indexes retyped several years ago. Mr. Netherbee had started this proofreading but did not get very far. Because the indexes contain so many figures this work involves considerable eyestrain, so I planned to proofread mornings and recheck the history cards and cross references in the Reference Catalog afternoons.

There is at least another month's proofreading on this work, then some odds and ends left by Mr. Blood. I shall then count myself caught up with unfinished work by former staff members. There is still a good deal of work left on the small section of the Perrin records handled by Dr. Iken, but that will have to wait.

For the rest of this year I purpose to concentrate on catching up with the catalog. Dr. Buck at the recent conference at Albany (described below) used as an argument against putting the New York archives under the State Library the fact that Edna Jacobsen has a very detailed card catalog, and "Archivists don't use card catalogs - they use descriptive guides." I wish I could remember his ingenuous wording which implied that the chief interest of librarians is in making things easy for the public to find, while archivists use a very different principle - with a contemptuous sweep of the hand. Well, now I ask you! The other committee which visited us later seemed to lose confidence in me when they asked to see my "guide" and I produced a card file! Of course, there is no essential difference between our "guides" on cards and the National Archives' loose leaf system. With a card file you get more cross references and can bring out subject subdivisions. Dr. Buck also made the extraordinary remark that "the people who use archives don't know how to use card catalogs!" Anyhow, Illinois is going to continue a card catalog, if for no other reason that the people who use our archives do know how to use a card catalog and ought to find archival finding media that they know how to use. Dr. Buck hasn't yet seen the review of his latest "guide" (coming out in the January American Archivist) in which the criticism is made that the guides issued by the National Archives may be useful to the archivist but hardly to the researcher. The reviewer also pokes fun at a twelve-line entry for a single sound recording and an eleven line entry for several hundred thousand cubic feet of records from the Veterans' Administration.

Mr. Rountree reports having filed all the A's of the Not for Profit Corporation Reports and the "numbers" through the latter "M". He spent considerable time during the month checking "out" records, filing and stapling reports, checking census films for genealogical matter for correspondence, condensing drawers of records sent by the Adjutant General, some indexing, and other miscellaneous duties.

Miss Scheffler continues to work 2 1/2 hours per day (except Saturdays) at the Reference Desk as alternate to Mrs. McMadden. She has rearranged 3760 cards in the letter "M" of the Name Index and finished her article on "Letter Heads 1854-1900" for Illinois Libraries. She and I have worked together on a new exhibit entitled "The General Assembly One Hundred Years Ago." This is ready to set up as soon as the cases have been cleaned. The exhibit on Letter Heads has been transferred to the second floor cases and the old exhibit there on the Secretary of State's Department removed. I want to have the

collection photostated as we have had several requests for loans of that type of material.

Mrs. McFadden continues her reference desk work. She has filed some of the new accessions, written index cards for 1850 census, unfolded and stapled corporation reports and done other miscellaneous work that can be taken care of in the Reference Room.

The archivist went to Albany, New York, for January 27 and 28, to attend the first session of a Special Advisory Commission on the Proposed New York Archives Department. Other members of the Commission are Dr. Nelson J. Buck, Archivist of the United States and Dr. Luther H. Evans, Librarian of Congress. The Commission was appointed by the State Education Department in connection with its surveys of activities of the Department. A report on the New York State Library exclusive of its archival functions was filed by Keyes Metcalf while we were there. Fundamentally the issue as the Department sees it is to resolve a conflict between the State Library and the Department of Archives and History as to who is going to run the new archives department, both under the Education Department. Under present law the power to accept transfers of records is vested in the State Library. The Department of Archives and History has no custodial power but it has an "archivist" who traditionally has edited state archives for publication, and a "supervisor of local records" who has certain powers of inspection and supervision over local records. The department is headed by the State Historian whose principal duty would seem to be the administration of historic sites. Dr. Corey, the present State Historian, is ambitious and fixed upon a new archival agency as something to promote. Soon after Hugh Flick, Jr. succeeded his father as State Archivist he was drafted into the Army, but seems to have spent most of his time in the records office of the Army, where he got a sound training in records administration. While Mr. Flick was away, Henry Eddy, formerly at the Franklin D. Roosevelt Library, became Acting Archivist and drafted an archival program, which while perhaps impracticable in detail, is fundamentally sound.

The New York State Library has an excellent Historical and Manuscripts Collection ably administered by Miss Edna Jacobsen. All the older State records are in this department and a few, but very few, and scattered, modern records, all treated upon historical manuscript principles rather than archival principles. Dr. Gosnell, the State Librarian, impressed me as being a very able clear-thinking man somewhat stymied by a staff hysterically defending what it looks upon as a reflection upon the efficiency of individuals. Time and time again I said, "We have received the proposed program of the Department of Archives and History. What is the State Library's program?" The recurring answer was,

"Johnny's a ba-a-ad boy. He calls me names." "The whole squabble created an unfavorable impression against both departments. I think it rather too bad, because I think they might all be combined under the State Library where there might be a strong department corresponding to our Historical Library and a separate archives division like ours. Actually the set up would be more natural to New York than to ours, since this would be a natural splitting off of one phase of its traditional work into a separate division. The State Historian could be brought into the historical section of the State Library or left as a publication agency similar to the Indiana Historical Commission. With the conflicting personalities involved the only thing I could agree to would be a complete divorce from both the State Library and the Historical Department, with the Archives Department a separate department under the State Education Department.

A third group studying the problem is the Special Committee on Coordination of State Agencies, three members of which, Mr. Axelrod, secretary and Mr. Arnstein and Mr. Heisselman, visited the Illinois Archives immediately after my return from Albany. New York State has recently adopted a reorganization of State government into thirteen major departments, not dissimilar to the Illinois Civil Administrative Code. The purpose of this Committee is to study the necessity for further reorganization to improve the set-up. Mr. Arnstein is a member of what corresponds to our Budgetary Commission, Mr. Heisselman an employee of the Senate. The three seem definitely hostile to the Education Department, as near as I can figure out, because it is not subject to the same political control as other State departments, though these gentlemen went to elaborate pains to explain that actually the Education Department is more political. I think they have definitely sold Dr. Buck on the idea that the Executive Department is the place for the archives because it could issue "directives" to keep the archivist. I remarked that I could just imagine what would happen if the Illinois Governor or the Secretary of State were to issue a "directive" addressed to the Auditor of Public Accounts. I was hastily assured that "New York isn't like Illinois." Luther Evans said nothing, except to ask, "Where will the archives department be freed from political interference?"

The Albany people think we should return there before we hand in a final report. Dr. Buck says, and Dr. Evans and I agreed, that the Commission should hold the next meeting with just the three of us present. He suggests that I route myself by way of Washington and that we have at least one day together before going back to Albany. We had planned to wait until late spring but since the Axelrod group plans to report by March 15th, I suppose we shall have to hurry too.

We agreed upon one item before we parted: We are going to recommend the type of internal organization for the Archives department, but we are not going to settle the dispute over where it will go in the governmental scheme.

### Visitors.

Beside the New York visitors mentioned above, a class of Charleston highschool students and a Senor Vistalli of Argentina were taken on tours of the building. Senor Vistalli is brought in by Mr. Moore of the State Highway Department. He is a civil engineer - a "Roads Fellow" - sent to study road engineering in this country, but much much interested in everything we had to show him.

Mr. Stanley Jones, a graduate student at the University of Illinois spent his between semester vacation here. He is studying the development of early agitation for State regulation of banks and railroads.

### Publications.

As a matter of record, the following articles on archival subjects appeared in Illinois Libraries during the year 1946: February - March. Photography for State Records. Reprinted as a separate.

April. Name Indexes

May, June and October. Marriage records, Cahokia and St. Clair County 1791-1810

October. The importance of Filing and of the File Clerk.

By Bertha M. Weeks.

November. Writing with a Feather.

December. Not yet in print.

All of these except the one by Miss Weeks were written by the Archivist.

Respectfully submitted

Archivist

# ARCHIVES ACCESSIONS

January 1947

Documents      Drawers

Adjutant General		
World War I Bonus Records		113
McLan-2		

Secretary of State		
Index Department		
Election Records, 1946 Primary,		
General and Judicial		1
General Assembly Records		
Resolutions, 1946	37	
Oaths of Office, 1947	204	
Title Records (6 cases)	29	

General Assembly, Senate		
Illinois Veterans' Compensation		
Commission	103	
	<hr/>	<hr/>
	373	113 1/2



# ARCHIVES REFERENCE

January 1947

## Routine Departmental Calls:

### Secretary of State

#### Bookkeeping Department

Duplicate Pay Rolls

1

#### Corporation Department

94

Annual Reports

4

Index Cards

1

Fee Book

1

Issuance of Shares

1

#### Index Department

Deeds and Titles to State Property

6

Election Records

9

Enrolled Laws

35

#### Securities Department

6

Closed Cases

### Governor

Correspondence

5

General Assembly

29

Illinois War Council

1

228

## Historical, Genealogical, Archival Technique

### Genealogy

State Censuses

3

Federal Census, 1860

2

### Historical

Black Hawk War Material

1

General Assembly

2

Miscellaneous

11

### Thesis Material Produced

Governor's Correspondence 1857-60\*

5

Election Records, 1861, 1861-62\*\*

166

Bank Records\*\*

32

General Assembly, 1845-59\*\*

72

History of State Departments

1

295

## Mail Inquiries

### Genealogy

9

### History

2

### Archival Technique\*\*\*

6

### Miscellaneous

4

21

Grand Total

644

\* All records of included years. Statistics not available

\*\* Number of folders produced. Count does not indicate the fact that these same records were produced on successive days.

\*\*\* Not included in total are the two days spent in Albany, N.Y. as consultant on the proposed New York archives department, and the one day spent in Springfield with a different group from that state studying the same problem. Correspondence arranging these two meetings also omitted from statistics

# ARCHIVES CATALOG

January 1947

Archives Catalog - Reference File

History and Cross Reference Cards

141

Name Index

Boone County Federal Census 1850

400

# VAULT ADMISSIONS

Div. of Architecture & Engineering	2
Auditor of Public Accounts	5
Civil Service Commission	3
Illinois Commerce Commission	1
Dept. of Public Works & Buildings	7
Department of Insurance	2
Supt. of Public Instruction	1
Dept. of Registration & Education	44
Secretary of State;	
Corporation Department	7
Executive Department	24
Index Department	1
Securities Department	3
Teachers' Retirement System	1
State Treasurer	55
Div. of Waterways	1

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157

PHOTOGRAPHIC LABORATORY

Report for Jan. 1947

272 - 8 x 10 prints

22 - 11 x 14 "

18 - copies - 54 - 8 x 10 prints

8 - 16 x 20 prints

6 gal. Developer

8 " Hypo.

Photostats

Corp. 79

5 gal. Dev.

Lib. 17

4 1/2 " Hypo.

ILLINOIS STATE LIBRARY

ARCHIVES DEPARTMENT

Report for February, 1947

Accessions

The only accession of the month was five documents relating to the purchase of the Powell tract added to White Pines State Forest, received from the Index Department.

Departmental Vaults

The Superintendent of Public Instruction and Division of Waterways, to transfer certain records to their vaults.                      were authorized

Staff Notes

Miss Frances O'Neill resigned as typist, effective February 14th. She was succeeded by Miss Mary Winterbauer who was transferred from the Catalog Department on February 10.

Mrs. Anna Margaret Robeson, clerk, began work in the department February 3d.

Mr. Edgar Bish was transferred to the Photographic Laboratory as assistant to Mr. Helm, effective February 5, though he continued to work part time in the General Reference Department for the rest of the month.

Mr. Theodore Cassady began work as assistant archivist (title?) on February 17th.

The Archivist was ~~out~~<sup>SAT</sup> on account of influenza from February 25 to March 4 and again out on March 5th.

We still need another typist as there is too much typing for one person.

Miss Emma Scheffler was appointed by President Clark as one of the directors for the Illinois State Employees Association.

Staff Work

The illness of the archivist plus the sudden influx of four new people inside of a week set back the completion of work scheduled for the month of February.

Mrs. Robeson has been unfolding enrolled laws and is on the year 1895. Mr. Butler is sending enrolled laws over unfolded in the future and will purchase folders for us

to match the special closed end printed form he is using. We will put enrolled laws unfolded in the future in the new type folder and as fast as he can supply them will charge over to the new folders for those already unfolded.

Mrs. Robeson is also assisting Mrs. McFadden at the Reference Desk, taking the lunch hour of the staggered schedule. This is relieving Miss Scheffler of two and a half hours a day at the Reference Desk so she can spend all her time on the cataloging on which we plan to concentrate in the next few months.

Miss Scheffler has only rearranged half the alphabet in the Name Index, so she will still need to work down stairs.

Miss Scheffler's principal work during February was the completion of the exhibit on "The General Assembly in 1847," and the removal of the Letterheads Exhibit to the second floor lobby. The Letterheads exhibit is being photostated as it is of interest to several groups. Miss Scheffler prepared a paper for Illinois Libraries on this exhibit.

The 1847 exhibit contains a number of items of contemporaneous interest. For instance, there was a senatorial reapportionment for which a map was prepared to contrast with present day boundaries. Several centenaries are represented: Mac Murrey College, Augustana College, the Grand Lodge of Illinois Masons, Rockford College, St. Francis Xavier College, the old University of Chicago, the towns of Shawneetown, Lima and Sparta and Jacksonville State Hospital. The State was selling its rights of way to the Northern Cross and other railroads but the important point was that railroads were beginning to be built in Illinois. Lead mining companies were still being organized, but in the southern part of the state, indicating the exhaustion of the Galena ore. As yet there were no incorporated coal mines, but an act was passed to fix the standard weight of coal, indicating the beginning of commercial mining of coal. There are several interesting library bills - chiefly incorporation of private associations; also a proposal for a grant of one section of congressional land in each township for an endowment for free libraries. The State's title to the "Square" was finally cleared and the old office of the Board of Public Works at the corner of Capitol and 8th Street was to be remodelled for the Governor's residence. Bridges were beginning to be built over the Illinois river, but ferries were still being used for crossing the Mississippi and several new ones were chartered. Hydraulic power was being developed by companies who leased water rights. The Germans were becoming enough of a political factor in Illinois as was evidenced by the publication of the messages of Governors Ford and French in German. The Mexican War was on and the legislature was being very patriotic, not mentioning Lincoln's name but repudiating his anti-war vote in congress by fervent resolutions endorsing the war. At the same time the General Assembly paid off the officers and men who had participated in the expulsion of the Mormons in Illinois and passed a

joint resolution in favor of the George Rogers Clark expedition during the Revolutionary War. A soldiers' bounty of 160 acres of land to each soldier and 320 acres to the representatives of each soldier killed in battle were suggested in a memorial to Congress. Also pensions were urged for all employed as Rangers in the War of 1812. The westward movement was expressed in a demand for a railroad to the Pacific Ocean, for territorial status for Oregon and monthly mail service, also for military protection to emigrants along the trail. The end of salt mining, in the early days of Illinois a State monopoly and chief source of its income, was signalized by the State's sale of the remaining salt wells and lands. A geological survey of the State was planned. A new school code, quite like our present day school laws, was formulated. McHenry and Will counties were authorized to vote on local option (prohibition of liquor traffic). A new constitutional convention was called. Federal lands, formerly exempt from taxation from sale for five years after purchase, were now, by consent of Congress, to be taxed immediately. One hundred and ten enrolled laws on almost that many subjects are on display.

Miss Scheffler is continuing the mailing of analyticals for the 37th General Assembly, 1887. I am adding cross-references and history cards to the information file from the latest revision of the History of State Departments and am revising headings where needed to iron out inconsistencies prior to continuing the work of series cataloging. Miss Scheffler is helping with this work.

Mr. Cassady and Mr. Rountree have checked the shelf list inventory for the second, third and fourth levels of the archives vaults for accuracy and to make a list of rearrangements, refiling, unfolding and other work to be done. He has also taken over the back proofreading and will probably complete it by the middle of March. He has taken instructions in the Reference Desk work. I am also directing his reading on archival topics and he has applied for admission to the summer school conducted at Washington and Annapolis. I was taken ill just a few days after he came, and was very much pleased by the way he found work for himself during my absence.

Mr. Rountree reports that he has finished filing Corporation Reports through the letter "G". He also did other miscellaneous work such as checking our "Out" files, helping Mr. Cassady with the inventory, acting as stock page, condensing the Bonus files, etc.

Mrs. McFadden continues full time at the Reference Desk. She is indexing census records and taking care of miscellaneous matters.

I have had no report from the Photographic Laboratory since September. No work has been done for the archives the past month, but some recording has been done for the corporation Department including at least one very large order. The Records Corporation sent a man during my absence who gave

instructions to Mr. Helm, Mr. Bish and Mr. Cassady. Most of his time, however, was spent in repairing the book cradle, which, you will recall, has always been tempermental. I suspect the Recordak had also got dusty from standing so long.

I have two photostatic projects waiting; copies of the Letterhead exhibit, and copies of the Lincoln records. We wish to continue the insurance copying of Enrolled Laws and Mr. Jenkins of the Library of Congress wants a film copy of our checklist of early Illinois documents. This last will be good practice work for Mr. Helm.

Dr. Sages of the Department of Public Health, is anxious for us to set up a mobile microfilm unit to microfilm county and other records wanted by various state departments. He says the Department of Public Health will have to undertake such a project if we don't, but he thinks there are enough departments interested to justify the work being carried out from a central place like the archives. We discussed such a project years ago, having in mind copying the older county records. I would suggest that you discuss this with him.

### Visitors

The most important visitors we had during the month were a group of teachers brought by Professor Anders of Augustana College. This is a committee working on the problem of teaching Illinois history in high schools. In this connection the Illinois State Historical Library is preparing an Album of Illinois History, similar to the illustrated Albums of American History which Mr. Adams is editing. You took Professor Anders's friends through the archives in connection with their visit to the State Library, so I do not know what form of cooperation you worked out. Professor Anders, on a preliminary visit, indicated that he might like photostatic or other photographic copies of State documents of local interest. He thought for each county we might provide a copy of the first pages of the first and present constitution, of the act creating the county and perhaps the charter of the principal city. I think we could do better than that. I think we should select for each county a half dozen or so documents that tie in that county's with State history. For instance, for Vermillion county we should produce documents relating to the salt works; for Alexander County the plans for making Cairo a great metropolis; for St. Clair county some of the Perrin Collection, etc. If we could not afford photostats for all of that, we could prepare microfilm slides. I do not think the amount of work involved would be excessive because we have county indexes to the session laws and the Illinois Guide will be helpful for topics. However, I did not make that suggestion to Dr. Anders. I would be interested in hearing what conclusions you reached and what, if anything, the Archives Department is to do.

Respectfully submitted,

Archivist



**ARCHIVES ACCESSIONS**

**February 1947**

**Titles to State Owned Real Estate**

**White Pines State Park**

**3 documents**



**ARCHIVES REFERENCE  
February 1947**

**Routine Departmental Calls  
Secretary of State  
Bookkeeping Dept.  
Duplicate Pay rolls**

**8**

**Corporation Dept.  
Annual Reports  
Index Volumes  
Index Cards  
Correspondence**

**103**

**3**

**34**

**13**

**Executive Dept.  
County Officers  
Criminal Records:  
Commutations  
Notary Bonds  
Trade Marks**

**6**

**2**

**4**

**3**

**Index Dept.  
Title records  
Election Records  
Enrolled Laws**

**4**

**21**

**29**

**Securities Dept.  
Closed cases**

**4**

**General Assembly**

**25**

**Governor  
Correspondence**

**4**

**Insurance Dept.  
Annual Reports**

**1**

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**284**

**Historical, Genealogical, etc.**

**Genealogy**

**Name Index**

**7**

**Federal Census**

**1**

**Historical**

**History State Departments**

**2**

**G. A. Journal indexes**

**14**

**G. A. Journals**

**2**

**G. A. bills**

**1**

**Executive Register**

**1**

**Governor: Correspondence**

**1**

**Illinois Documents**

**5**

**Mail Inquiries**

---

**34**

**Genealogy**

**15**

**History**

**7**

**Archives Technique**

**2**

**Miscellaneous**

**5**

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**29**

**Grand Total**

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**327**

# ARCHIVES CATALOG

February 1947

## Reference File (Catalog)

Gross References	198
History Cards	30
Catalog Cards	4
	<hr/>
	232

Withdrawals

5

## Name Index

Boone County Federal

Census 1850

825

# VAULT ADMISSIONS

Div. of Architecture & Engineering	1
Auditor of Public Accounts	9
Civil Service Commission	1
Illinois Commerce Commission	3
Dept. of Public Works & Buildings	2
Dept. of Insurance	2
Supt. of Public Instructions	1
Department of Registration & Education	41
Department of Public Welfare	2
Ill. State Historical Library	1
Secretary of State:	
Corporation Department	5
Executive Department	21
Court of Claims	3
State Treasurer	33
Div. of Waterways	4
	<hr/> 129

Photographic Reports

February 1947

24 copies - 120 prints (8x10)

375 - 8x10 prints

92 - 5x7 prints

16 - 16x20 "

2 - 30x40 "

10 gal. Developer  
12 " Hypo.

Photostats

Capp. Dept. 79

Library 60

4 1/2 gallon Hypo.  
5 " Dev.

*OK*

ILLINOIS STATE LIBRARY  
ARCHIVES DEPARTMENT

Report for March 1947.

Accessions.

The Index Department deposited title records on wild life preservation land in Alexander County, the Bryant Cottage State Memorial in Piatt County, Synder lands in Woodford County and some highway maintenance property in Macon County, a total of twenty-one documents.

The Clerk of the House of Representatives deposited records of the Second Special Session, 64th General Assembly, 1948.

Departmental Vaults.

The following departments were authorized to transfer records to their Departmental Vaults: State Treasurer, Superintendent of Public Instruction and Division of Waterways.

Staff Work.

As a preliminary to resuming our cataloging of series, we have been checking our inventory. Mr. Cassaday and Mr. Rountree checked the inventory for the second, third and fourth levels, not only to correct any omissions or mistakes but also to list places where space could be conserved by condensing records in file drawers, for unfolded records, and for various housekeeping details to improve the arrangements in the vaults. The upper floors I expect to check with Mr. Rountree, because I think my running comments may be helpful to him. The checking already done has helped him to grasp the meaning of some of the things we do, as well as to acquaint him with the type of material we have.

Miss Scheffler and Mr. Cassady have received instruction on the description of archives and are working with the Illinois and Michigan canal records. Archivists prefer the term description of archival series to cataloging because we realize that the use of such library terms as classification and cataloging for principles quite different in archival use is confusing. I was interested in a discussion of the subject in Washington where the statement was made that The National Archives will not employ any library trained catalogers in the future because they have too much to unlearn and want rules whereas judgment as to what is and is not important to include in descriptions is something which has to be learned by experience. Although Miss Scheffler has not cataloged archival series before, she has been here long enough to have grasped some of the principles. She and Mr. Cassady make a good team for learning, because her meticulous concern with detail serves as a foil to his masculine tendency to look at things broadly but to skip details. I shall keep Mr. Cassady at this task only until I think he has grasped the fundamental principles, then move him to some other phase of our work. Miss Scheffler

will soon, I hope, be able to continue the series cataloging with only minimum supervision from me. There are certain phases of the catalog program which I have started and can hardly turn over to her, such as trying to iron out inconsistencies in headings, etc. This work, with other work, may take me several months. Then I want to get back to the Perrin records which I will be able to do when and if I get my workroom back, so that I can spread my work out.

Mrs. Robeson has finished unfolding the Enrolled Laws through the year 1895. Mr. Butler is putting the Enrolled Laws still in his office in a special closed end folder with a printed form on the front, and he will furnish us (and pay for) the same folders to change all those we have into this uniform folder. The folders we have used will not be wasted, for we can turn them inside out and reuse them. He plans to furnish us with about 10,000 folders very shortly and enough to finish the job from 1895 forward (about 25,000 folders altogether) next biennium, then as he can, with enough to replace the present folders for the years prior to 1895. Mrs. Mc Fadden sold him on the idea of doing this. I think we are establishing good precedents in getting departments having records on file to help bear some of the cost of the equipment, as Mr. Mr. Worthey did with equipment and guides for the Index cards and as Mr. Butler is now doing for the Enrolled Laws.

Mrs. Robeson is now refiling and unfolding certificates of qualification. She has finished the years 1819-33, 1877-78, those in between having previously been unfolded. There are not very many files still unfolded and we hope to get these taken care of before too long. Mrs. Robeson works two and a half hours in the Reference Room daily, and is now doing that regular work - handing out departmental vault keys, answering telephone queries, pulling records for patrons, looking up genealogical information and indexing the 1850 census. She fits very well into the department. With two clerks on the staff the professional people are released from clerical duties to accomplish work that they only can do.

The Boone County federal census for 1850 has now been indexed and Brown County started.

Mr. Rountree is filing in the letter "K" in the Corporation reports.

#### The New York Archives.

The Advisory Commission on the New York Archives held a meeting in Washington and April 1st and moved up to Albany for the 2d. We had planned to confer on March 31st, but when I got there both Drs. Buck and Evans were having budgetary troubles. I had a luncheon meeting with the Washington members

of The American Archivist editorial staff and in the afternoon attended the monthly staff seminar in which they discussed liason problems. Dr. Brooks presided. Miss Bourne discussed just how far the archives ought to be expected to go in the matter of advising other departments about setting up record systems. Dr. Crittenden (on leave from North Carolina) talked on the subject of state archivists and liason with other state officials. As general discussion in which I was invited to participate ended a very profitable session. I am trying to get Dr. Crittenden to give me his paper for Illinois Libraries but have not had a commitment yet.

Tuesday morning the three of us on the Commission had a strenuous consultation. We found we had each independently reached the same conclusions as to the advice we should give, but it took some time to sort out and arrange our ideas. I acted as secretary to the meeting and got most of it down. Tuesday afternoon and evening I spent in drafting the outline for the report. Tuesday night we took the night train and arrived in Albany Wednesday noon.

After a luncheon attended by Dr. Morrison, the Assistant Director for Research of the Education Department and Mr. Miller, one of the Commissioners at which we discussed our conclusions informally, we went into a more detailed discussion with Dr. Morrison. After that we had asked to see Mr. Axelrod. When he arrived he had with him Mr. Arnstein and rather embarrassedly said the latter would like to sit in with us. Of course we had to accede to this. Mr. Arnstein came in in a truculent manner and took charge of proceedings. We three had agreed to let Dr. Buck do the talking, and I thought Dr. Buck did himself proud. Mr. Arnstein substituted bluster for arguments and when one of us mildly asked if they would give us some information which would help us see their reasons for thinking the Executive Department was the place the the archives - that their report had presented data that we had not had before and we would like to discuss it with them, Mr. Arnstein arose, twirled his chair around, sat astride, leaning his arm on the back of the chair and shaking his finger at us, fairly yelled: "We are here to tell you - we don't have to answer your questions." Then he proceeded to tell us off collectively and individually. I do not remember just what he said to the others - something about New Dealers meddling as usual in things that were none of their business. I was "just running a filing bureau and don't know nuthin' about records." Finally Dr. Morrison managed to extricate us, but not until we got a very clear picture of a small time politician interested only in grabbing patronage away from the Education Department. He let slip that the plan is to take all the professional institutions away from the Education Department, set them up as a new "cultural department" under the Governor, with some nice juicy salaries for politicians which might help Governor Dewey's campaign.



Actually I do not think that is what is in the Governor's mind at all. but the Education Department is the largest of the State departments, it has the largest appropriations, some well paid technical people, and is completely under civil service, and the politicians cannot reach into the department. This has roused the cupidity of the politicians who want the patronage (apparently the rest of the departments aren't too well protected by civil service). Unfortunately, as Commissioner Spaulding explained to us candidly, the Education department has in the past played into the hands of the politicians by concentrating their interest and their funds on purely educational matters and have treated the Library, Museum, etc. somewhat like step-children. Now they are trying to undo all this by calling experts from other states to advise with them, trying to get better personnel and in general to modernize the institutions. I also inferred that there is sufficient dissatisfaction on the part of the staffs of the various institutions to enable the patronage mongers to have a very good idea of the weak spots in the organization through using these ignorant if innocent people as stool pigeons. (Does that sound familiar?) Dr. Morrison did not tell Mr. Spaulding until later in the afternoon how discourteously the other commission had treated us. We have all been in government circles long enough to know the Arnstein type and not to take him seriously. I rather imagine Mr. Axelrod felt like murder when Mr. Arnstein tipped us off to the long range plan, which we of course immediately passed on to the Education Department. The last we saw of Commissioner Spaulding he was tugging on his coat his face purple with rage (he is rather pale normally), and starting for the Governor's office, muttering, "Those fellows can insult another State department but they cannot get away with insulting officials guests here on the invitation of the State." Evidently he reached His Excellency, for today (eight days later) I received a very meek apology from Mr. Axelrod in which he assures me ~~XXXX~~ "I was distressed by Mr. Arnstein's gratuitous and uncalled for remarks at our conference last week. I want to assure you that in no way do his comments reflect the views of the Commission or my own views." The statements concerning the Illinois archives in the printed report which state that the archivist has nothing to say about budget or personnel, nor any control whatsoever about what records are put in the building or anything to do with the records after they get there, and it is the desire of the New York Commission to protect the New York archivist from such a situation that they are recommending that the archives be under the Executive Department and not the State Library - that statement, I assume was written by the secretary of the Commission. No other visitors have gone away from here with any such erroneous impressions, so I must believe that the misunderstanding was deliberate.

Normally I would not report on an April visit in the March report, but since MR. Axelrod told me his group are coming back

to Springfield to confer with you in connection with a similar survey of the State Library, and I feel that you should be warned that no matter what you tell them they are going to find here what they want. My guess is that they are looking for arguments against the New York State Library being under the Education Department, and possibly will try to say that we do not find it necessary or desirable to have everyone under civil service. Since we are a separate institution under a major State department, an elected State officer at that, I don't know just what argument they will find here. I recommend that you study the Metcalf report before they come. I will send it over to you again.

For your information, our recommendation in the archives situation, in view of the intra-departmental stresses that exist, is substantially as follows: There shall be created a State Records Department in the State Education Department, which shall be coordinate with the State Library, the reorganized Department of State and Local History, and the State Museum, all of which shall be under a separate assistant commissioner of education. We are also recommending certain changes and fields of interest for the Jacobsen and Corey offices which we hope will reconcile each to the loss of the archives.

#### Visitors and Research Students

One of the graduate students writing a Master's thesis under Professor Beeber of Washington University spent several days in Springfield trying to find material for a study of the Pana riots of 1898/99, but she concluded there was insufficient source material.

Dr. Ella Dunbar Temple, a Peruvian historian, lawyer and archivist was here one day. She is a doctor in history and public and private law from the University of San Marcos and is a professor in Colonial History of Peru at that University. She is president of the Sociedad Peruana de Historia and an active member of many other historical groups and societies. As a member of the official Commission for the Reorganization of the National Archives of Peru she has been in this country chiefly to study archival administration at the National Archives and to investigate records in this country of interest for Peruvian history. Unfortunately she did not write to me ahead of her coming, and when she got here I was in bed suffering from the flu. She herself was suffering from indigestion. I dressed and came down, but owing to the fact that both of us were ill, I am afraid her visit was not very helpful to her. I have since sent her considerable literature which I hope will help her.

The Senior class of the University of Illinois Library School were guests of the State Library and Mr. Barrett on the afternoon of March 20.

Miss Kerr and Miss Dobbs of Newberry Library spent some

time here on March 22d. Miss Kerr is in charge of the archives of the CB & Q and I.C. railroads on deposit at Newberry.

Archives Building Notes

The tunnel ceiling was replastered. Water seeping through, despite the rewater-proofing job done a couple of years ago, had caused the plaster to fall in several places.

The locks to the Photographic Laboratory were changed and taken off the master key in consequence of the theft of a certain photograph from the Laboratory. The incident occurred while I was away so I do not know all the details.

Respectfully submitted,

Archivist

**ARCHIVES ACCESSIONS**

**March 1947**

**Documents**

**General Assembly, House**

**House Records, 2d sess., 64th**

**G. A. 1946**

**18**

**Secretary of State, Index Dept.**

**Title records, 4 cases**

**21  
34**

**ARCHIVES REFERENCE**  
**March 1947**

<b>Routine Departmental Calls</b>	
Secretary of State	
Bookkeeping Dept.	
Duplicate pay-roll	10
Corporation Dept.	59
Annual reports	8
Correspondence	
Index cards	147
<b>Executive Dept.</b>	
Executive Register	2
Criminal records	
Extraditions	1
Governor's correspondence	
Letter book	8
Records of State & County	
Officers; Notary bonds	3
Trade Marks	6
<b>Index Dept.</b>	
Deeds to State property	3
Election Records	25
Enrolled Laws	45
<b>Securities Dept.</b>	
Closed cases	2
<b>General Assembly</b>	
Debates	49
	<hr/> 2
	394
<b>Genealogical, Historical, etc.</b>	
<b>General Assembly</b>	
Index to Enrolled Laws	3
House & Senate Journals	38
Index to Journals (vol.)	4
Bills	1
	<hr/> 1
	44
<b>Genealogy</b>	
1840 Federal	1
1860 Federal	1
Mortality Schedules	1
Name Index (phone calls)	7
Archival Technique	2
	<hr/> 2
	12
<b>Mail Inquiries</b>	
Archival Technique	2
Genealogy	11
Historical	11
Miscellaneous	6
	<hr/> 6
	30
	<hr/> 424

# ARCHIVES CATALOG

March 1947

## Catalog cards

Cross Reference	158
History cards	29
Withdrawals	<u>9</u>
Net	196

## Name Index

Bacon County Census 1880	6400
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Rearranged thru "N"

# VAULT ADMISSIONS MARCH, 1947

Div. of Architecture & Engineering	1
Auditor of Public Accounts	18
Civil Service Commission	2
Illinois Commerce Commission	1
Div. of Parks	1
Dept. of Public Works & Buildings	4
Supt. of Public Instructions	1
Dept. of Registration	42
Secretary of State;	
Corporation Dept.	4
Court of Claims	1
Executive Dept.	23
Securities Dept.	2
State Treasurer	32
Div. of Waterways	1
Supreme Court	1
Teachers' Retirement System	2
	<u>138</u>

# Photographic Laboratory

March 1947

## Photostats

Corporation	125
Library	22
Archives	16
	<u>163</u>

## Photographs

16 copies	62 - 8 x 10 prints
3 " (mounted)	11 x 14
2 shots (newspaper)	30 - 8 x 10 prints
4 " (school children)	20 - 8 x 10 "
2 " " "	16 - 8 x 10 "

## Bookmobile Layout

180 - 11 x 14	"
60 - 11 x 14	"
60 - 11 x 14	"

4 copies 8 - 8 x 10

18 - 8 x 10 reprints

8 gal Developer used

10 " Hypo used

18 shots (University of Ill.) 62 - 8 x 10 prints



ILLINOIS STATE LIBRARY

ARCHIVES DEPARTMENT

Report for April 1947

Accessions.

The only accession of the month was the final drawer of Soldiers' Bonus applications, deposited by the Adjutant General.

Departmental Vaults.

Records were authorized for transfer to the Insurance Department and Civil Service Commission vaults.

Shelving for the Auditor's vault on the 12th level has been received and is being installed by Art Metal.

Staff Work

The Archivist did miscellaneous work which does not show up statistically, but which needed to be done. Both the Archivist and Mr. Cassady spent considerable time in proofreading which is now caught up. I also did considerable typing in April. I did a number of sample sheets for the History of State Departments for the benefit of Miss Winterbauer who at first had difficulty with forms when typing from handwritten copy. She is now doing well with this work and has about half a volume finished.

Much of my time the last two weeks was devoted to preparing data for the use of the Secretary of State's legal department in combating Senate Bill No. 267 which would transfer the State Library from the Secretary of State's office to the Governor. The time spent on the History of State records has been justified, because without it we could not have assembled data so quickly. The effect of the passage of this bill upon the Archives Department will be discussed later in this report.

Miss Scheffler and Mr. Cassady, under my supervision, have continued the cataloging of the canal records and have finished the cataloging of the larger part of the operation records. This does not show in the statistics because the typing is not completed. Further comments on the cataloging appear below. I have been revising the Authority and Cross Reference Cards from the History of State Departments, and will finish that job in a half day's work or so. I had planned to stop as I came to each inconsistency in catalog headings and to make suitable revisions, but found that was going to take too long. That will be good hot weather work for Miss Scheffler.

I plan to have Mr. Cassady start work on the history of county governmental functions in a week or two. I think he will have sufficient grasp of the fundamentals of description by that time. Fortunately a good reference problem on the canal records came in during the month and I had Mr. Cassady do the research on it. Some one wrote in to the Division of Waterways about a contractor's

claim. This is of course outlawed by the status of limitations, but as an exercise I had Mr. Cassady look up the entire history of that contractor's work - told him to assume that he was attorney for the State of Illinois and that he was to prepare a case, gathering in everything that could possibly be useful. This took him pretty much through all the canal series and gave him a good insight into the way State archives are used for legal purposes. I want him gradually to take over the direction of all reference work as Mr. Weatherbee did.

Miss Schaeffer reports that she was refiled in the name Index, "21 of the 24 drawers containing the letter 'M' have been revised and are completed. Cards in the remaining 23 drawers are filed but not yet revised." There are approximately 13,886 cards in these 21 drawers.

Mr. Rountree reports having stapled and filed 130 drawers of corporation reports for the letters K-O, also all numbered reports from the M's and O's.

Mrs. Robeson spends 2½ hours daily in the Reference Room. As her reference desk pick-up work she writes name index cards for the census records, also looks up genealogical data for the mail. Currently the staff is working on Brown County. She also does the preliminary filing for the name index. She has refiled, unfolded and placed in folders, the Certificates of Qualification for the years 1834-1850. The rest of the series had already been finished, I believe. Mr. Butler sent over 500 special folders for the Enrolled Laws, so she has resumed that work and reports filing 162 Enrolled Laws, presumably for the year 1899.

Miss Boylan sent in the last few pages for the Registre. She still has to translate some of the earlier pages.

### Catalog

In cataloging the canal records we are meeting new bibliographical problems chiefly due to the long period of time covered by most series--some including the years 1848 to 1917. Not only were there changes due to different administrations but also the differences due to changes in commodities and amounts of commodities carried through the canal. To include all these differences on the catalog cards would not only require numerous cards for each series but also be confusing to the patron. Yet it is necessary to have a record of these variations for purposes of legal description and identification of volumes. After considerable discussion we decided to show only essential information on the catalog card, but to give a detailed description in the shelf-list inventory. On the catalog card we try to answer the questions: What records do you have that might be helpful to me? What years do they cover? How long will it take me to use the material? (Number volumes, approximate size).

We therefore give on the main entry card only the following data:

Name of Department, Classification, Title, Inclusive and missing dates. Number of volumes. Average size of volumes. Brief description of contents. Arrangement. Whether indexed. Only such notes as are essential to an understanding of the series. This is followed by a note reading, "For complete bibliographical description see Shelf List Inventory."

On the secondary cards we omit description of contents but refer back to the main entry: "For contents see Main Entry Card."

To illustrate our simplification of bibliographical description on the catalog card, I mention the Chicago boat clearance record for 1848-1903, which is in 135 volumes. For the main entry, we used 3 catalog cards, condensing data which takes 9 single spaced legal size inventory sheets. We made on one card the simple explanation, "Prior to 1849 apparently the Chicago office handled all clearance records from all canal ports." The "correct" bibliographical citation would take 20 lines and would be less illuminating. Strict cataloging rules are easier for the cataloger but do not clarify meanings for the patron. Catalogers who have been accustomed to library rules find it very difficult to cut through red tape to the essentials and for that reason the National Archives refuses to appoint library trained persons to its staff. Mr. Cassidy brings readers's point of view rather than the bibliographer's which makes Miss Scheffler and Mr. a good team. We have had some heated arguments on some points, which have been good for all of us.

#### Sample Catalog Entry:

IM Illinois and Michigan canal  
 Obl Operation, Boat clearances, Chicago.  
 Statement of the Collector's office showing...  
 rates and tolls not paid.  
 1848-1903. 135 v. About 14x9x1 1/2 in.  
 1878-1903 includes Illinois river toll  
 and lockage not paid.  
 Missing: Sept. 28, 1893 - June 13,  
 1894; Nov. 4, 1898 - Sept. 1, 1901.

See next card

card 2

IM Illinois and Michigan canal  
 Obl Operation. Boat clearances. Chicago.  
 Statement of the Collector's office...  
 Contents: Clearance numbers, names  
 of masters and boats, home port, cargo,  
 where from, whither bound, number miles,  
 rates, tolls and lockage not paid.  
 Prior to 1849 apparently Chicago  
 office handled all clearance records  
 from all canal ports.

card 3

IM Illinois and Michigan canal  
 Obl Operation. Boat clearances. Chicago.  
 Statement of the Collector's office...  
 May 9 - July 5, 1848;  
 J1 7, 1856 - Nov. 29, 1862, daily  
 summaries.  
 Arrangement: By clearance numbers  
 1-- , 1848-51, by season; 1861-1903 by  
 fiscal year beginning Dec. 1.  
 No index  
 For detailed volume information  
see Shelf List.

Visitors.

The most distinguished visitor this month was Mr. S. Chakravorti, Archival chemist from the Imperial Archives of India. He has been in this country for nearly a year, an intern at the National Archives. His specialty is document repairing and photographic work. Climatic conditions in India cause rapid deterioration of papers and bindings added to which there is a very serious insect problem. He is also collecting data for a new archives building for India. Their present building, erected in 1922 and strikingly similar outside to our Centennial Building, has proved totally inadequate. He took copies of our plans and asked many questions about construction.

Representative Ihnen spent part of one afternoon here discussing plans of the Adams County Board to microfilm their county records preliminary to storing them in divers places during the building of their new court house. He was disappointed that we do not have a mobile microphotographic unit to send in. He favors storage of the film here.

Senator Rennick and Representative Chapman brought in the Princeton High School to see the charter for that school, which is the oldest incorporated high school in the State (1867).

Personal Notes.

The Archivist celebrated her silver anniversary on April first. The archives staff (including custodial force) presented her with a handsome silver dish, the Secretary of State and the Assistant State Librarian sent gorgeous flowers. Through the thoughtfulness of Miss Rogers in notifying friends of the occasion, over sixty letter cards, telegrams, flowers, gifts and other forms of greeting came in.

March 31st - April 3d the archivist spent in Washington, D. C. and Albany, N. Y. on business of the Special Advisory Commission on the New York archives. Comments on this trip made in the March report.

Senate Bill 287.

Senate Bill 287, to amend the State Library Act, was introduced April 17. The purpose of this bill is to remove the State Library from the Secretary of State's office and to set it up as an independent agency under a bi-partisan board appointed by the Governor. In my estimation it would be unconstitutional to remove the Archives from the Secretary of State's office. The principal argument in favor of the Archives Department being under the State Library is that it is desirable for the Archives Department to have the protection of being a part of a recognized professional institution. Archival technique and administration are different and the only way such an organization as ours could work was because you have not interfered with our archival procedures.

There are several points in the proposed amendments which particularly affect the Archives Department:

Sec. 2.1 The board should include at least one representative of archival interests. That is decidedly a disadvantage under our

present board also--What do public librarians know or care about archival problems? There should be at least representation from the legal angle (a supreme court judge, the attorney general or perhaps the president of the State Bar Association), from the historical angle (the State Historian or the president of the Illinois State Historical Society) and someone representing administration (perhaps appointed from the code directors or even a representative for each elective State officer).

Paragraph 3. At least the archivist should have archival training or experience. This should include at least the Master's degree and/or graduation from an archival school and experience in an archival agency, as a records analyst in a government agency or responsible experience in the Historical Records Survey.

Sect. 13. The \$.50 fee for certified copies conflicts with the 1972 State Fees law as amended and should be amended with respect to the archives. The seal should be given to the archives if the archives is removed from the library.

Sect. 14. Custody of buildings and grounds should vest in Secretary of State but the site be reserved for archival expansion.

Sect. 15. State officials turning over documents to Archives Division. Should be amended to permit the State Librarian to accept records if archives kept under State Library. Impractical to go to the State Library Board every time any one wants to deposit anything. The Librarian can delegate power, as at present, to accept records; I doubt if a Board can delegate any of its important powers to a subordinate. If Archives, removed, this power should be vested in the Archivist.

Arguments concerning the constitutionality of removing the archives from the Secretary of State's office have been filed with the Assistant State Librarian.

Would it be possible to have an archives bill drafted for introduction when and if the State Library goes? My thought would be for a bill which would provide for a real archives not a stepchild as this institution would be under the proposed law or under a less sympathetic Assistant State Librarian.

Respectfully submitted,

Archivist

# **SMALL ARCHIVAL COLLECTIONS A MANUAL**

## **Introduction**

**Purpose of manual: For custodians of small archival collections in libraries, etc.**

**Philosophy of archives**

**What is meant by term archives. How archives come into existence**

**Various types of archives: governmental, business, church, personal**

**Archives versus manuscript collections.**

**Legal implications of archives that affect methods of physical care and arrangement.**

**Two phases of work of governmental archivists: Cultural (custody) and administrative (disposal of records; advisory)**

**Emphasis of this manual upon physical custody**

## **Part I. Manuscripts in General**

### **I. Basis principles of physical care and handling of manuscripts and archives (Rules for both librarian and patron)**

**How to handle fragile manuscripts to avoid strain on documents**

**Avoidance of markings on manuscripts. Notes on repairs, markings, etc. added by custodian of manuscripts to show original condition**

**Proper and improper use of paper clips, etc.**

**Restrictions on use of ink, leaning on manuscripts, tracings, etc.**

**Effect of light, etc., in fading manuscripts**

**Use of magnifying glasses, chemicals, photographic means of bringing out obscure writings**

### **II. Reception of records**

**Receipt and accession records. Legality of transfer**

**Restrictions on use or other conditions attached to reference use of manuscripts imposed by donor**

**Fumigation**

**Description not only of the large fumigation vaults used in archival agencies, but also of simpler home made apparatus**

**Dusting and cleaning of documents**

**Treating mildew and water or fire damaged documents**

**Unfolding of documents, with warnings against separation of parts of documents which belong together.**

### **III. Repair of papers, parchment, etc.**

**With emphasis upon methods which do not require elaborate apparatus or great skill**

**Brief discussion of the physical properties of paper, parchment, ink and other record materials**

**Description of principal methods of covering entire documents**

**Minor repairs. Caution about certain materials and methods of application, including unfolding**

**Flattening parchment.**

#### IV. Packing

Packing is the term used by archivists to denote the physical storage of documents. This includes the containers, method of shelving, folders, labels, recommended temperatures and humidity, lighting, properties of adequate vaults, etc.

##### General recommendations

Storage boxes (wood, card board or steel) for documents over 8½ x 14 in. or those of odd size, or very fragile documents, laid horizontally.

Description of boxes found satisfactory by certain institutions

Methods of shelving

The Virginia continuous shelf

Commercial steel filing cabinets (vertical filing) for documents of legal size or smaller, especially for those of more or less uniform size. Compressors, guides, labels

##### Folders

Importance of acid-resistant folders

Labels on folders and containers

Adequate storage places

Characteristics of a good vault

Lighting

Humidity and temperature

#### V. Photographic and other mechanical aids

Types of apparatus available. Short-comings of each type.

##### Applications

Deciphering manuscripts

Photographic enlargements to bring out detail, detect forgeries, etc.

Applications of infra-red and violet ray to decipher charred, deleted, obliterated and faded writing

Warning about short-comings of photographic reproductions such as fact that it is difficult to detect significant alterations by over-writing, even when a different ink is used; imperfections in paper showing up in photographic copy may lead to false inferences, etc.

##### Copy work.

Making copies for readers

As short cut in note taking

To save library's time in preparing answers to reference questions

Certification of copies (Generally not a problem of librarian-custodians, but they should know something about what is involved if they should have to make any)

Substitution of photographic copies for patron use to avoid wear and tear on original, prevent tampering with original

Limitations on legibility

Inter-library loan

To secure copies of documents for the library

Where originals cannot be obtained

Completing sets, etc.

Insurance against loss of originals

## Part II. Archives

### I. Arrangement of Archives

Basic principles: "respect des fonds"; provenance";  
with reasons for same

Library and archival classification contrasted

Simple rules for archival classification

Filing

Modern records seldom require new filing schemes

Older records coming in disorder best given primary  
date filing

Cautions against danger of losing contexts

Refiling should always be done by the  
archivist, never a task delegated to  
clerical assistants

Never attempt to exchange of subject filing for  
an existing filing

### II. Description of archives

Purpose: To provide speedy reference to any part of  
collection. Avoid bibliographical cliches which  
may mean something to the librarian but which tend  
to confuse the user of the documents

Brief description of the various types of finding tools  
employed by the archivist;

Inventory and subject guides

Analytical lists

Indexes

Calendars, etc.

Do not give detailed rules for the making of the  
various types of finding mediums, but rather  
state principles upon which they are based so that  
the librarian can evolve rules applicable to  
his own needs

Describe the methods of making of inventory and subject  
guides and analytical lists

### III. Description of Archives (Cont.) Calendars

Calendars the basis of catalog for collections of private  
manuscripts because the interest is in the individual  
document. Calendars little used in archival establish-  
ments because the unit of description is the "archival  
series" which may comprise thousands or even millions  
of documents, all containing the same type of informa-  
tion (e.g., Notary public bonds; annual reports of  
corporations to the Corporation Department of the  
state). Individual documents are located through  
the filing system.

Calendars are used by archivists chiefly for correspondence  
and other miscellaneous files of historical interest.

Brief description of the various types of calendars,  
based upon the purpose for which used

These intended to be used away from the archival  
institution

To let the scholar know whether or not there is  
sufficient material of interest to him to  
warrant a visit



As a substitute for publication of the document in full

The above types of calendars call for full description of the contents of the document but have the serious limitation that an abstract of a document is bound to be subjective. Also there is the matter of cost--calendars are expensive to make, require high grade personnel, and in the long run are more expensive to make than microfilm copies which supply all the contents of a document.

Calendars intended as a subject finding list principally for use in the archival agency itself.

In simplest form these may be mere lists of names of authors and addressees of letters; to this may be added a bare list of topics discussed in a letter - what was talked about what was said

Give some of the basic principles and the bibliographical forms commonly used.

#### IV. Description of archives (Cont.): Indexes

Different types of indexes compiled: volume or series indexes, consolidated name, place and date indexes, etc.

Describe some of the basic principles for making name indexes with suggestions for procedure

#### V. Disposal of Records

The modern archivist devotes a large proportion of his time to the administrative function of the disposal of records, meaning, that he follows them through from creation to destruction or deposit in the archives, with a view to securing a compact, adequate and well-rounded records system for his government, company, etc.

The librarian or manuscript curator to whom this volume is addressed will have little concern with that function, but one or two paragraphs should be devoted to the subject of what the work consists of.

He will probably be consulted, from time to time, about proposed destruction of records and he will be offered borderline records which he must decide whether or not they are worth preserving.

Most of the chapter will therefore be devoted to the basic principles upon which archivists evaluate records.

Some consideration should be given here or in a more conspicuous place in the manual, to the question of what archives to collect. The archivist's objections to the common practice of picking out interesting documents, particularly from county archives, and leaving the impression that the rest of the file itself is of no value.

#### Select Bibliography

**ARCHIVES ACCESSIONS**

**April 1947**

**Adjutant General**

**Soldiers' Bonus Applications**

**World War I**

**1 drawer**

# ARCHIVES REFERENCE

April 1947

## Routine Departmental calls

Adjutant General

2

Bonus Records

41

General Assembly

Secretary of State

Corporation Dept.

Annual Reports

124

Correspondence

10

Index Cards

61

Executive Dept.

Certificate of Qualification

1

Notary Bonds

2

Trade Marks

11

Index Dept.

Election Records

36

Enrolled Laws

17

Securities Dept.

Closed Cases

3

Waterways Div.

Canal Records

10

518

## Genealogical, Historical, etc.

Genealogy

6

History

61

66

## Mail Inquiries

Genealogy

6

History

3

Archival Technique

6

Miscellaneous

3

18

Grand Total

418

# ARCHIVES CATALOG

April 1947

## Reference File

Catalog Cards	1
Series	1
Authority Cards	176
Gross References	<u>304</u>
	551
Withdrawals	<u>3</u>
	558

## Name Index

Brown County Census, 1880	630
Gross References	1203
Guide Cards	<u>252</u>
	2085

# VAULT ADMISSIONS APRIL, 1947

Div. of Architecture & Engineering	7
Auditor of Public Accounts	28
Civil Service Commission	11
Ill. Commerce Commission	1
Department of Public Works & Buildings	8
Supt. of Public Instructions	1
Ill. Liquor Control Commission	1
Department of Insurance	5
Ill. State Historical Library	1
Dept. of Registration & Education	48
Secretary of State:	
Corporation Department	2
Executive Department	22
State Treasurer	34
Div. of Waterways	1
Teachers' Retirement System	<u>1</u>
	180

**PHOTOGRAPHIC LABORATORY**

**April 1947**

**Photographs**

**Prints**

11 x 14 in.

8 x 10 "

70

320

390

**Photostats**

Corporation Dept.

Library

Archives

75

14

12

103

ILLINOIS STATE LIBRARY  
ARCHIVES DEPARTMENT  
Report for May 1947

Accessions

The Index Department of the Secretary of State's Office deposited 15 documents relating to 3 title records of three tracts including Bishop Hill and Dickson Mounds State Parks.

The Governor deposited the record transcription of the M B C "News on the Spot" program for March 17, 1947, on the opening of the Illinois Service Recognition Board.

The Insurance Department deposited of insurance corporations 524 volumes of annual reports. More are to come, but at present we have most of their reports through the year 1936.

Departmental Vaults

Records were transferred as follows:  
Teachers' Retirement Correspondence, 1946, 4 boxes. Treasurer, Deposit letters, 6 drawers.

Archives Building

A portrait of the Late Secretary of State Edward J. Hughes, painted by Baroness van Wanner on commission from the General Assembly, was unveiled by his daughter, Mary Elizabeth on Wednesday May 21, 1947 at 2:30 P.M. The portrait hangs on the south wall of the Hughes room in the Archives Building. Secretary of State Barrett presided and Bishop Griffin (Catholic) gave the invocation. Speakers were Senators Barr and Barry, Speaker Green of the House and Representative Leo Crowley.

The Auditor of Public Accounts has purchased and had installed in his 12 th floor vault, 48 double 14 drawer warrant file drawers and has equipped two bays with 12" shelves. This equipment was purchased from Art Metal and follows our specifications.

Mr. Lake succeeded Mr. Shottan as morning watchman on the first floor, May 1st.

State Records Commission

The only meeting of the State Records Commission for this year was held with the Department of Public Safety, on May 6, 1947. A large number of fern records were recommended for destruction.

Visitors

Miss Allbright, Assistant State Archivist of Colorado spent several hours here on May 8th. The Acting Archivist, Virgil Peterson, tried to get here but could not make connections. Miss Allbright sat up all night in a bus to make the trip. They were on their way back from the meeting of the Mississippi Valley Historical Association at Columbus, Ohio.

Thousands of school children have visited the State buildings this month. Most were disappointed because they could not be taken on a tour of the building. Whenever we could, which was too seldom, Mr. Cassaday or I talked to them, but we really need a uniformed information attendant to serve as guide. The watchmen are quite apt to be tied up when large groups come in. There should be some one who could give a nice little talk and, depending upon the size of the group, take them through parts of the building.

### Staff Work

I began typing off Dr. Iben's calendar of early Perrin Collection records, arranging the calendar chronologically as a preliminary to refileing, also make a cross reference to the items as listed in the Perrin index. This is about half finished. I could not give this work to a typist to do because she would not be able to decipher the French names. This calendar requires very considerable revision, but the essential information is there and it can serve until after I get the rest of the Perrin Collection under control. The chief difficulty with the calendar is that Dr. Iben does not know enough about legal terminology and court organization to cite documents correctly.

Mr. Cassady's knowledge of law is proving an ideal background for his work. Several times lately he has been able to be very helpful to departmental clerks in clarifying title records. Just the other day a stenographer only two days on the job was sent over from the Governor's office to get full legal descriptions of the wild life sanctuary at Rice Lake. She dissolved in tears when confronted with documents a foot high. Mr. Cassady sat down with her and explained the difference between deeds and abstracts, how lands are surveyed and described, and drew diagrams to show what the different terms meant. In a few minutes she had what she wanted and departed beaming. We have long needed some one to take over those non-routine reference problems where the patron needs tactful instruction in the use of documents. Mrs. McFadden is thoroughly familiar with mill of the run records but cannot take the time away from the desk to attend to research. In other words we need, what we now have, both reference and desk assistants.

Mr. Cassady worked with Miss Scheffler on the cataloging of canal records the first part of the month-until I was sure both of them had grasped the essentials of the description of archives. I then assigned Mr. Rountree and Mr. Cassady to the task of preparing an inventory for receipt purposes of the insurance reports which had come over in great confusion. Fortunately, to emphasize the importance of accurate inventories, a reference question came in almost immediately which none of us could have answered promptly if Mr. Cassady had not handled the records and knew just where to find the information sought. I was glad because in the past some people on the staff have looked upon the making of inventories as unadulterated drudgery - clerical work, but there is really no better way for an archivist to familiarize himself with his holdings. (I'd like to kill the fellow who started telling library school students that it is inefficient for professional people to do "clerical" work - clerical work meaning anything that has to be done meticulously but which you don't like).

For the past two weeks Mr. Cassady has been working on the long-planned analysis of county government. He is working on the territorial period



now and it will be some time before he has anything tangible to show. What I hope we can do, as a minimum, will be to provide a pamphlet which can be sent to every county official showing him what records should have been kept in his office and for what dates, also enough description to give it meaning. For instance, we have just filled a request for a copy of the inventory of the records of the County Clerk of Henderson County, made in 1939 but never published. I typed this off from the partially edited work-sheets. There were many items which did not appear to be complete. Are these records lost, destroyed, or perhaps described elsewhere as something else? The county clerk should at least know what he is expected to have. Fortunately the records acts for counties are quite specific. I think this is an extremely important piece of work and I believe Mr. Cassidy is competent to do it.

Mr. Rountree finished the filing of corporation reports from the letter "O" through the letter "T". He had set his heart upon finishing the filing before June 1st, and would have done so if I had not had to have the insurance inventory for receipt purposes.

Mrs. Robeson has been quarantined because of her child's measles since May 27th, so I do not have a report from her. However, she has continued the unfolding and repacking of the Enrolled Laws and spends 2½ hours Mondays through Fridays in the Reference Room where she helps with the genealogical mail research. Mr. Cassidy has taken her desk time during her absence.

Miss Scheffler reports she has finished refiling the letters "M" and "N" of the name index. She has also been working on the canal records, having this month finished the "Operation, Boat Clearances," five series, 143 volumes. This work will not show in the statistics this month since the cards have not all been typed.

Mrs. McFadden reports that 1058 name index cards for the 1850 Federal Census for Brown County were written during the month.

I spent most of the first two weeks on collecting data for use by the Secretary of State in combatting S B287, a bill now pending, which would remove the State Library from the Secretary of State's office and put it under a board to be appointed by the Governor. Our "History of State Departments" permitted me to assemble data as needed very quickly.

Also, though not on State time, I have completed my part of the report of the Special Commission on the New York Archives and have sent it on to the other commissioners at Washington. Since we agreed on our recommendations, I threw these into narrative form. The others, particularly Dr. Buck, agreed to write certain sections which needed expansion. I do not anticipate that we shall need another meeting before submitting the report. Both Drs. Evans and Buck are too busy with their budgetary problems to do much with it at present.

I have also been in correspondence with the A.L.A. publications office in relation to a proposed primer on archives for the benefit of librarians and others who have small archival collections to administer. I have written to and received reactions from the Editorial Board of the American Archivist, also several other prominent archivists.

Their opinion is that such a primer is very much needed, that it should be written by an archivist rather than by a librarian, but that A.L.A. publication would give good distribution. At Miss Dunlap's request, I also drafted a rough outline of topics with suggestions for points of view. This data will be used at the San Francisco meeting of the A.L.A. as a basis for discussion by the committee on Archives. If you are in attendance I wish you would attend the meeting and participate in the discussion. I suspect that, if the committee decides to publish such a volume, I shall be asked either to do part of the writing or to serve as editor.

Respectfully submitted,

Archivist

# **ARCHIVES ACCESSIONS**

**May 1947**

## **General Assembly**

**House and Senate Journals,  
1st and 2d sess. 1946**

<b>Disk Record</b>	<b>Dees.</b>	<b>Vol.</b>
		<b>5</b>

## **Governor**

**Transcription (record)**

**1**

## **Insurance Dept.**

**Annual Reports-1936**

**524**

## **Secretary of State, Index Dept.**

**Title records, 3 cases**

	<b>15</b>	
<b>1</b>	<b>18</b>	<b>529</b>

# ARCHIVES REFERENCE

May 1947

## Routine Departmental Calls

### Secretary of State

Book-keeping Dept.	
Duplicate Pay-Rolls	2

Corperation Dept.	
Annual Reports	100
Index Cards	39
Correspondence	3

Executive Dept.	
Notary Bonds	7
Trade Marks	7

Index Dept.	
Deeds to State Property	5
Elections	18
Enrelled Laws	10

Securities Dept.	
Closed Cases	6

General Assembly	35
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Governor's Correspondence	4
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Insurance Dept.	
Annual Reports	8

Illinois & Michigan canal	6
	<hr/> 250

Historical, Genealogical, etc.	
Genealogy	7

History	
St. Clair Co. Commission	
Proceedings	2
Governor's Correspondence	15
General Assembly	9
Miscellaneous	2
Exhibit Material for	
State Treasurer	6
	<hr/> 39

Mail Inquiries	
Archives Technique	4
Genealogy	4
Miscellaneous	11
	<hr/> 19

Grand Total	<hr/> 308
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ARCHIVES CATALOG

May 1947

Reference File

History Cards	12	
Cross Reference Cards	25	
Reference Library	<u>3</u>	<u>40</u>

Name Index

Brown County Census	1088	
Guide Cards	353	
Cross References	<u>1563</u>	<u>2,774</u>

VAULT ADMISSIONS MAY, 1947

Div. of Architecture & Engineering	3
Auditor of Public Accounts	19
Civil Service Commission	3
Ill. Commerce Commission	4
Department of Public Works & Buildings	3
Ill. Liquor Control Commission	1
Department of Insurance	2
Ill. State Historical Library	1
Dept. of Registration & Education	50
Secretary of State:	
Corporation Department	2
Executive Department	9
Index & Shipping	1
State Treasurer	38
Div. of Waterways	1
Teachers' Retirement System	2
Supt. of Public Instruction	7
Supreme Court	2
	<hr/> 148

**PHOTOGRAPHIC LABORATORY**

**May 1947**

**No report filed.**

**No work done for Archives (though much is waiting).**

PHOTOGRAPHIC LABORATORY

May 1947

Photographs & Photostats

350 8x10 photographs

72 11x14 "

16 copies 48 - 8x10

6 gal. developer

10 " hypo

41 \*

Photostats

Corporation 117

Library 149

Total 266

30 gal. developer

27 " hypo

Winfred Helm



# ILLINOIS STATE LIBRARY

## ARCHIVES DEPARTMENT

June 1947

### Accessions.

The Illinois State Historical Library transferred 196 folders of Sangamon County records date 1823-1899, chiefly, however, election records of the year 1880-1890. These they have had for some years. Previously they transferred earlier records in their possession.

9 documents on 2 cases of land title records were transferred by the Index Department.

### Departmental Vaults

The Department of Public Instruction and Court of Claims transferred records to their respective Departmental Vault.

An example of how our Departmental Vault system can influence the creation of records is shown by our experience with the Liquor Control Commission. At present they keep their records on four nearly identical forms though actually all the information is on the application form. Mr. Jerdon the chief clerk has for years been trying to get the Commission to designate the application record as the record and the forms as non-record work sheets subject to periodic destruction. So far he has been unable to get the Commission to act, though individual members informally agree with him that that should be done. Recently, Mr. Jerdon requested me to refuse to permit any more transfers to the Departmental Vault until he could get this proper action. I feel we are accomplishing something when departmental personnel ask us to help enforce good records practices.

### Staff Work

Mr. Rountree has finished filing the annual reports for For Profit Corporations and has filed through the letter "C" on the Not For Profit Reports. He will spend the next few months (until the next reports come in) on miscellaneous work in the vaults-shifting contents of drawers, minor rearrangements, unfolding, rechecking inventories, indexing, etc. This is the first time we have had the personnel to do this sort of work for several years and there is much to be done, though it will not show up as much in our reports.

Mr. Cassady is gradually taking over Mr. Wetherbee's work of general supervision over the reference work, preparation of receipts, keeping the inventory up to date, talking to groups of visitors, etc. He had done quite a bit of research for the Division of Waterways on land title records problems which have arisen. While we don't as a rule do much research for other State departments this particular work was good for Mr. Cassady in giving him both the reference slant on our work and familiarity with certain types of our records. He has also spent part time as relief at the reference work. His main job is the research on the history of county government. He has made index slips through 1806 but is not ready to do any compilation as yet.

Miss Scheffler, relieved of Reference Desk duty, is able to devote full time to cataloging and is making substantial progress with the canal records, though necessarily that work is slow. When and if we get another typist we may be able to speed up her work by turning over typing of secondary cards to the second typist. Specifically, Miss Scheffler has finished and filed the analyticals for the printed records of the 35th General Assembly of 1887, has cataloged 12 series of canal records in full and made work slips for other series, and has refiled the name index partly through the letter "P".

If the bill creating the Commission on Revision of State Government passed, as I presume it did, our History of State Departments will be very useful. So that as much as possible may be typed and ready for their use. Miss Winterbauer is devoting full time to typing on this work. I have even typed my own letters to give her more time for this work and if it seems desirable to finish the work in a hurry I may do some typing on this myself. Two and a half of the nine volumes have been completed so far, but other parts are already typed.

Mrs. McFadden was away on her vacation the last week of May. She reports that the Brown County Federal Census for 1850 is indexed through p.145b. (750 cards this month). Our reading machine has been in quite constant use by patrons. Just at present work has stopped because our last bulb has burned out and the ones ordered have not yet come.

Mrs. Robeson was absent two weeks, being quarantined by her little girl's attack of measles. She reports having unfolded and filed Certificates of Qualification for the years 1850-59. She also filed about 2000 name index cards. If we just had room enough for her to spread out I would like to have her do some refiling in the early Secretary of State's correspondence, but that would call for several tables when she could leave the work spread out. I don't know whether a "filing tub" would be practicable for this work but I suspect it would be.

I compiled an inventory of the Henderson County Clerk's records from the H R S work sheets and sent it to the county clerk on his request. I finished typing off Dr. Iben's calendar of the earliest Perrin records (815 documents) arranging this typed calendar chronologically. I still have to arrange the original documents that way and to type off the translations of the French documents. Miss Boylan is returning to East St. Louis this week and promises the rest of the translation of the Registre (p.1-60) by the end of the month. She says Mr. Monaghan is interested in publishing it, but I doubt if he will publish just the translation. There should be an historical introduction and biographical and other notes. In my letter to Miss Boylan on the subject, I reminded her that permission to have the translation printed must come from you, so that we can protect ourselves against an unscholarly product. I do not mean to imply that the translation itself is not a good piece of work, because I think it is, but I do think there is at least an equal amount of editorial work called for.

I have also been working over the inventory of the Alexander and Pulaski County microfilm unfinished when Mr. Blood left. I hope by

the end of July to have pulled together the odds and ends of the work started by Dr. Iben and Mr. Blood.

Miscellaneous Notes.

Dr. Roscoe R. Hill, retired, formerly of the National Archives, and Mrs. Hill were here for two days.

The bill to reorganize the Illinois State Library was killed on June 28th. I registered my disapproval of the sections relating to the archives by resigning my membership in I.L.A.

Beginning June 21, the staff is given alternate Saturday mornings off.

Professor John H. Krenkel of the University of Oklahoma, who did much of the work on his doctoral dissertation here several years ago, has been here about ten days taking notes for a history of the payment of the internal improvement debt. This is a study I have long felt should be made and I am glad some one is at last working on the subject. We have much fresh material in the archives.

Respectfully submitted.

Archivist

ARCHIVES ACCESSIONS

June 1947

Illinois State Historical Library

Sangamon County Records

196 folders mostly interfiled with previous holdings

One drawer added

Secretary of State. Index Department

Land Title Records 9 documents. ✓

2 Cases

**ARCHIVES REFERENCE**  
**June 1947**

**Routine Departmental Calls**

**Secretary of State**

**Corporation Dept.**

Annual reports	114
Index cards	28
Correspondence	1
Charter	1

**Executive Dept.**

Notary Bond	3
Trade Marks	4

**Index Dept.**

Constitution	1
Elections	24
Enrolled Laws	9
Deeds	6

**Securities Dept.**

Closed Cases	3
Brokers	1

General Assembly	30
War Council	1
Insurance Dept.	
Annual Reports	3
	<u>229</u>

229

**Historical, Genealogical, etc.**

**Historical**

**General Assembly Records \***

Reports	14
House & Senate Journals	2
Laws	10
History State Departments	1
Sangamon County Atlas	1
Miscellaneous	3
	<u>31</u>

**Genealogical**

	<u>13</u>
	44

44

**Mail Inquiries**

Archival Technique	8
Genealogical	8
Historical	8
Miscellaneous	9
	<u>23</u>

**Grand Total 301**

\* Same records used over a period of ten years.

ARCHIVES CATALOG  
June 1947

Reference Catalog

35th General Assembly 1887

Analyticals of printed documents	
Main entries	118
Cards	<u>376</u>
	494
Withdrawals	86

Canal Records

Series	12
Cards	<u>129</u>
	141
Withdrawals	76

Total cards filed	635
Total withdrawals	<u>182</u>
	473

Name Index

Miscellaneous cards added	27
Guide cards	71
Cross references	<u>319</u>
	417

VAULT ADMISSIONS JUNE, 1947

Div. of Architecture & Engineering	2
Auditor of Public Accounts	14
Civil Service Commission	4
Ill. Commerce Commission	2
Dept. of Public Works & Buildings	1
Supt. of Public Instructions	2
Ill. Liquor Control Commission	2
Dept. of Insurance	5
Dept. of Registration & Education	43
Secretary of State:	
Corporation Dept.	1
Executive Dept.	6
Index Dept.	1
State Treasurer	28
Supreme Court	2
Total	<u>111</u>

PHOTOGRAPHIC LABORATORY  
June 1947

Photographs

8 x 10 Photographs	302
11 x 14 Photographs	73
8 x 10 Copies	<u>12</u>
	387

Used 8 gal. developer, 10 gal. hypo

Photostats

For Library	79
Corporation Recording	<u>96</u>
	175

Used 12 gal. Developer, 9 gal. hypo



# ILLINOIS STATE LIBRARY

## ARCHIVES DEPARTMENT

Report for August 1947

### Accessions

The House Engrossing and Enrolling Clerk transferred the bills in her hands and the Record of House Bills. The Senate Record of Enrolled and Engrossed Bills was deposited by the Lieutenant Governor.

The Illinois Legislative Council deposited records of a special survey on Adult Education in Illinois, made in 1945.

The Index Department of the Secretary of State's Office deposited seven title documents relating to land purchased from Addison Skinner and Francis K. Woeber in Macoupin County.

### Departmental Vaults.

Departments transferred records to their Departmental Vaults as follows: State Treasurer, Auditor of Public Accounts.

The Supreme Court ordered and received 25 cabinets for their vault. When received the cabinets were finished in olive green instead of in the color to match those already in the vault, but the Clerk of the Supreme Court decided to keep them anyhow.

### Staff Work

Owing to the illness and death of my mother, I worked only part time during the month and the work I did do was hardly up to standard. I had hoped to finish revising and typing the translations of the French documents in the Perrin Collection, also the refiling of all documents through the year 1809, but of course did not complete the task. I now hope to finish before the first of October.

Miss Boylan has finished the translation of Registers and is of course anxious to have it published. I agree with her that that should be done, but think the Illinois Historical Library should include it in its Illinois Historical Collections series. On August 12th Miss Boylan came up and Mr. Monaghan joined us in conference. He agrees with me that since part of the Cahokia records have already been printed in the series this volume should also be printed there, but there are commitments which will postpone publication for five or six years. I said I thought it might be desirable to have the Historical Library Board go on record as intending to print the volume otherwise we might run into someone else who would want to work on it as a thesis or otherwise insist on spelling it. I said of course permission would also have to be obtained from the State Librarian for the Historical Library to print it, but that I would like to be able to say definitely that the State intends to publish the volume.

I don't know just why Alvord did not include this one document in his "Cahokia records" but I guess it was because he had enough for one

volume in a unified time space. This translation would make a slim volume, but there are other valuable documents in the French period which Alverdt did not print and which Mr. Managhan thinks should be included. Miss Boylan has given us only the translation but has done no editorial work which should include biographical and historical notes, an index and an historical introduction. Mr. Managhan thinks Professor Pease would do that, thus the editors of the volume would be Boylan and Pease. Miss Boylan rather wants to do the rest herself, I think, but I doubt if she has the historical background for it. Professor Pease has done an enormous amount of work in this period, both in this country and in foreign archives.

Miss Scheffler reports that she has completed the rearrangement of the name index for the letters "P" and "Q" and has refiled 3300 cards in the letter "R". She has made detailed inventory entries for 12 volumes of Canal Boat registries but has not typed the cards for the reference catalog. Miss Scheffler also worked some with the Division of Waterways which is preparing for large scale work on the canal records in connection with turning it over to the Highways Division for a superhighway. Miss Scheffler spent one day at the State Fair exhibit.

Mrs. Mc Fadden has been working on the 1947 General Assembly records which have been received.

Mr. Rountree was out on vacation August 16 - 30. He has not filed a report this month but was working on the reindexing of the 1925 Secretary of State's correspondence and miscellaneous rearranging of files on the 2d and 4th levels.

Mr. Cassady returned August 28th from attending the short course on archives sponsored jointly by American University, the National Archives and the Maryland Hall of Records. His report will be appended to this report.

The archivist was appointed Illinois liason agent for "Freedom Train" sponsored by the American Heritage Foundation, but the publicity work will be handled by Miss Frances Krimmel of the Secretary of State's office. I have noticed several newspaper articles recently so assume she is going ahead with the work, though I have not had a chance to talk with her about it.

Mrs. Robeson was away on vacation August 25-31. She also has failed to file a report in time for this report, but I know she has continued her unfolding and refiling, and has spent considerable time at the Reference Desk. I assume she has written a number of index cards.

Respectfully submitted,

Archivist

**A REPORT**

**"THE ADMINISTRATION AND PRESERVATION OF ARCHIVES"**

**A SUMMER COURSE**

**AMERICAN UNIVERSITY**

**WASHINGTON D.C.**

**Conducted by**

**Dean Ernst Posner - Graduate School American University.**  
**Dr. Morris Radeff - Archivist, Maryland Hall of Records.**  
**Dr. Oliver V. Holmes - Program Advisor to the Archivist of the U. S.**

**Lecturers**

**Dr. Solon J. Buck**  
**Dr. Lester J. Cappon**  
**Dr. Phillip Brooks**  
**Capt. Victor J. Gendos Jr.**  
**Miss Helen Chatfield**  
**Miss Mary Martin**  
**Mr. Herman Friss**

The summer course curriculum evolved around an internship project at the National Archives. The students were each given a records accession and asked to arrange it and prepare a preliminary check list with back ground history. My project was the arrangement of records from the Tydings War Man-Power Investigation, for which I prepared a preliminary check list that was accepted. I also did arrangement work on the records of the senate committee to investigate the production, transportation and manufacture of wool.

These projects were effective in that the work was supervised and edited. This allowed discussion with Dr. Oliver W. Holmes on basic theory and with technicians on practical application. There is no better way to lay a foundation for the knowledge of the theory of arrangement than to take a group of records and by perusing them arrive at their logical order.

Emphasis was placed on arrangement and description of record material and attention was given to evaluation and selection. Technical aspects were also given attention in lectures and laboratory work, those considered were rehabilitation and repair, photography, micro-photography and photostating. As usual in a short course the required reading was voluminous and even our lunch hours were spent when possible with National Archives staff exchanging experiences.

In the problem of arrangement the material started with back ground history. The experience of the French in the eighteenth and early nineteenth centuries was reviewed to show the original struggle between chronological and subject matter arrangement. The principal of "Respect de fonds" \*with subject matter arrangement within the fonds, (France 1841) was explained. The Prussian Privy State Archives were

\*This expression means maintenance of the integrity of archival collections.

discussed to bring out the principle of Provenance (sanctity of the original order) from whence a suggestion came that each record keeping agency be assigned a special section in the archives establishment intended exclusively for the records of that agency. From these basic principals we were to view our individual problems, they are the only feasible plan, they have drawbacks but thus far no archivist has been able to replace them.

The National Archives approach the arrangement problem from the 'record group' concept. The division is based on provenance and autonomous status of the group. The groups are designated and shelved series by series as nearly as possible to the creators system. Most government agencies are complex in their structure therefore it was necessary to discuss multiple file and multiple unit organization.

Description of archival material was given much attention. For records to be valuable there must be a physical and intellectual control over them. This control is established by instituting a uniform system of description through various finding mediums. At the National Archives we were introduced to the "list type" descriptive tool. For the record group there is a narrative guide with a listing of series finding mediums in the form of check lists. They advocate where feasible, a more elaborate description in list form as well as callendars, indexes, cross references and analyticals but very little has been done in this respect. The National Archives have done some special work in cross-sectional studies on given topics. This they explained helps the researcher and the staff in bringing together materials in scattered condition.

Three days were spent with Dr. Morris Redoff, Archivist of the State of Maryland, at the Hall of Records.

Maryland records are older so they are not as concerned with modern records as Illinois. However, they have had experience in

some problems that is valuable. In rehabilitation and repair they have two people working a full time program. They have a Barrows laminator and also do work with crepeline. The lamination process is considered the most practical method of repair. After the record is deacidized, cellulose acetate foil is placed on both sides, heat and pressure is applied and the foil becomes part of the paper and the edges are sealed. Advantages of laminating are that it adds very little to bulk, can be photographed and materials are obtainable and not too expensive. Disadvantages are the original high cost of equipment, increase in weight and the question of durability. Maryland does not have enough book binding to keep one person busy so they have the novel plan of having an itinerant book binder do the required work on a contractual basis. The book binder visits the Hall of Records once each year, furnishes all tools and equipment and stays as long as there is work.

The photographic, micro photographic and photostatic equipment is much the same as that of Illinois. The use the equipment is put to for archival purposes is greater in Maryland. This is explained by the fact that they have an active program for the micro-filming of important county records.

Lectures and laboratory work was had in callendaring, indexing and reference service, work was done on manuscripts and the class visited the manuscript division of the Library of Congress.

I am sure the course was worth while, aside from the fund of information received, and the pleasure of meeting the leaders in the field of archives, I gained job satisfaction. Having worked and studied under Miss Norton, I had some advantage over the class and I believe I gave a good account of myself.

*Chris Cassidy*

ARCHIVES ACCESSIONS

August, 1947

	Vol.	Doc.
General Assembly Records		
Senate Record of Enrolled and Engrossed Bills	1	
House Bills		698
House Record of Engrossed and Enrolled Bills	1	
Illinois Legislative Council		
Survey on Adult Education		134
Secretary of State. Index Dept.		
Real Estate Title Records (1 case)		7
	<hr/> 2	<hr/> 839

# ARCHIVES REFERENCE

August 1947

## Routine Department Calls:

### Secretary of State

Corporation Dept.	
Annual reports	70
Index cards	55

Executive Dept.	
Executive Register	1
Executive File	2
Notary bonds	2
Trade Marks	5

### Index Dept.

Deeds to State Property	1
Elections	10
Enrolled Laws	10

Securities	5
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General Assembly	16
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Insurance Dept.	
Contract	1
Annual reports	21

Division of Waterways	
Canal records	<u>2</u>
	201

## Historical, Genealogical, etc.

Illinois and Michigan canal	
records (thesis)	3
General Assembly records (thesis)	8
General Assembly records	10
Governor. Letter book	1
Perrin Collection	1
Genealogy	10
Census (State)	<u>3</u>
	36

## Mail Inquiries

Genealogy	7
County Officials	2
Archival Technique	2
History	4
Miscellaneous	<u>8</u>
	29
Grand Total	<u>257</u>



ARCHIVES CATALOG

August, 1947

Reference File

Series	1
Cards	4

Name Index

Gross References	1142
Guide Cards	<u>143</u>
	1285

Cards rearranged, 3634

**VAULT ADMISSIONS AUGUST, 1947**

<b>Div. of Architecture &amp; Engineering</b>	<b>1</b>
<b>Auditor of Public Accounts</b>	<b>54</b>
<b>Civil Service Commission</b>	<b>3</b>
<b>Dept. of Public Works &amp; Buildings</b>	<b>2</b>
<b>Dept. of Insurance</b>	<b>1</b>
<b>Dept. of Registration &amp; Education</b>	<b>38</b>
<b>Secretary of State</b>	
<b>Corporation Dept.</b>	<b>3</b>
<b>Court of Claims</b>	<b>1</b>
<b>Executive Dept.</b>	<b>20</b>
<b>Securities</b>	<b>3</b>
<b>Index Dept.</b>	<b>1</b>
<b>State Treasurer</b>	<b>15</b>
<b>Teachers' Retirement System</b>	<b>1</b>
	<hr/> <b>143</b>

PHOTOGRAPHIC LABORATORY

Report for Aug. 1947

303 - 8 x 10 prints

7 gal. Developer

86 - 11 x 14 "

9 " Hypo.

2 - 16 x 20 "

12 - copies - 48 - 8 x 10 prints

Photostats

Corp. - 89

5 gal. Dev.

Lib. -183

4 1/2 " Hypo.

Index -143

Margaret G. Norton  
Absences during month of  
August, 1947

		Hours Short
August 4		6
" 8		2½
" 11	2) worked	
" 12	2) Saturday	
" 13	2) A.M.	1½
" 18		1
" 19		1½
" 20		1½
" 21		1½
" 22		1½
" 25		6
" 26		1½
" 27		1½
" 28		1½
" 29		2
" 30		3½
		<hr/> 38
Sept. 2-6		27½
		<hr/> 65½